

November 18, 1999

TO: Departmental Personnel Officers
Staff Agencies and Offices

FROM: Mark Epstein, Chief
Training Branch

SUBJECT: **January – June 2000 HRD TRAINING SCHEDULE**

Attached is the Department of Human Resources Development (HRD) training schedule for the period January through June 2000. We have included the following items for your use:

MIST Registration Procedures (**revised**)
Vendor Registration Procedures
Computer Training Company Registration Procedures (**revised**)
Registration Form HRD 410
Class Location Codes (**updated**)
Course Provider List for Registration & Payments (**updated**)

Please note the following information:

- ◆ Maui Community College offerings will be issued as a separate schedule at a later date.
- ◆ All registrants for First Aid classes taught by Kapiolani Community College **must receive a confirmation** from either their department personnel office or KCC before attending class.
- ◆ There has been a change in class times for the Computer Training Company. All computer classes will now start at **7:45 am** instead of 8 am.
- ◆ There has also been a change in the handling of payments for CTC computer classes on Oahu. Please refer to the ***Departmental Procedures for Computer Training Company (CTC)*** as well as the ***Course Provider List*** for new instructions.

Since classes will begin in January, please distribute the schedule early enough to allow for your internal approval procedures and to meet the registration deadlines for all vendors. If you have any questions, please contact Carol Maeda at 587-1050.

Attachments

MIST REGISTRATION PROCEDURES FOR HRD CONDUCTED CLASSES
(as identified in the Training Schedule next to cost column)

REGISTRATION:

Employee names should be listed in departmental priority and enrollment is subject to space availability.

Registration will close *fifteen working days* prior to the start of class. Exceptions can be made based on low enrollment and/or instructor prerogative.

CONFIRMATION:

Confirmation will be made by HRD, Training Division, upon close of registration.

Notification of employee attendance, class start time, and class location is the responsibility of the departmental personnel office.

CANCELLATION:

Departments will be charged for classes that have a fee if notice of student cancellation is not received **five working days** prior to the start of class. Notification of cancellations to participants is the responsibility of the departmental personnel offices.

SUBSTITUTION:

Once confirmation is made, any substitution **must be in writing** and faxed to HRD, Training Division, at **FAX NUMBER 587-1107**, with the following information:

-Employee Name(s) -Social Security Number(s) -Reason for Change

PAYMENT:

Departments will be invoiced for each class that has a fee. Payment can be made by journal voucher or check.

Departmental personnel offices will receive periodic notices of overdue payments.

PARKING/SPECIAL NEEDS:

Parking arrangements are the responsibility of each department. Departments must follow **DAGS** procedures in requesting special function parking passes.

Departments are to notify HRD of any arrangements for special needs (e.g. sign language interpreter, large print materials, mobility devices, etc.) as soon as possible.

Note: These procedures are for the departmental personnel office (DPO), only!

VENDOR REGISTRATION PROCEDURES (Community Colleges)

REGISTRATION:

Approved HRD Form 410 (revised, 11/98) must be received by the course provider (vendor) no later than **ten working days** prior to the class start date. This advance timeframe allows a vendor to determine class confirmation.

List employee names in order of priority on the HRD Form 410. If the number of registrants exceeds class capacity, confirmation will be according to departmental priority.

The HRD Form 410 is sent to the respective course provider (vendor) regardless of class location listed in the training schedule (see attached Course Provider List).

The course provider is identified in the course fee column. For example: '\$20.00-KCC.'

CONFIRMATION:

Enrollment is confirmed on a first-come, first-served basis. Each course provider (vendor) will notify the contact person listed on the 410 when **confirming** attendance. To facilitate the confirmation process, departments should provide a **FAX** contact number as well as a phone number.

*** Important Note: Vendor will notify only those confirmed to attend a class. Therefore all registrants (whether DPOs or employees) are reminded that they should not assume confirmation status without verification from the vendor.**

CANCELLATION:

The vendor will accept cancellations up to **five working days** prior to the start of class. Cancellations less than five working days prior to the start of class will be charged the class registration fee.

Course providers will notify the **department contact person** when a class is cancelled or if there are any class changes.

SUBSTITUTION:

Substitutes are allowed by course providers. Each substitute must inform the class instructor of the employee's name they are replacing.

PAYMENT:

Class payment is made to the respective course provider (vendor) as indicated in the course fee column upon receipt of invoice.

PARKING/SPECIAL NEEDS:

Parking arrangements are to be handled through each course provider.

Departments must indicate any arrangements on the HRD Form 410 for special needs (e.g. sign language interpreter, large print materials, mobility devices, etc.) that is sent to the vendors.

NOTE: These procedures are for the departmental personnel office, only. Individual employees must register for classes through the DPO.

DEPARTMENTAL PROCEDURES FOR COMPUTER TRAINING COMPANY (CTC)

REGISTRATION:

The approved HRD Form 410 (revised 11/98) must be received by CTC no later than **ten working days** prior to the class start date. This advance timeframe allows the vendor to determine class confirmation. **No Shows** will be charged 100% of the class fee.

CTC will register employees on a first-come, first served basis. If the number of registrants exceeds class capacity, acceptance/confirmation will be according to listed departmental priority.

WAIT-LISTING:

If a class is at full enrollment, then CTC will begin wait-listing names. Based on classroom and instructor availability, CTC will attempt to schedule additional sessions. CTC will notify the contact person on the 410 by Fax if an additional class session has been scheduled. Agencies are then on a first come, first serve basis when re-submitting the 410's and normal registration and confirmation procedures will take place.

*Any questions pertaining to **class content** or **specific registration items** should be directed to the Computer Training Company at 522-8822.*

NON-REGISTRATION:

Employees who show up at the classroom without authorization will be instructed to return to their workplace.

LATE ARRIVALS:

CTC reserves the right to turn away any late arrivals to a class if the instructor feels that the class has progressed to a point where persons arriving late would be disruptive to the learning environment.

Please note that any late arrivals who are turned away will be charged 100% of the class fee.

CONFIRMATION:

All HRD Form 410s sent to CTC **MUST HAVE** the following: **a proper authorization signature and purchase order number**. Departments must also show a **FAX** contact number as well as a phone number. Only completed **HRD Form 410s** should be faxed to CTC.



See Payments section for mailing instructions on where to send the Purchase Orders.

Reminder!: A faxed 410 does not automatically guarantee confirmation. CTC will advise the departmental contact person of the final registration status.

CANCELLATION:

CTC will accept cancellations up to **five working days** prior to the start of class. Cancellations less than five working days prior to the start of class will be charged the class fee. CTC will provide a minimum of **three working days** notice when canceling a class.

SUBSTITUTION:

CTC will allow substitutions. Each substitute will inform the instructor at the start of class of the name of the employee they are replacing and their department name.

PAYMENT:

Purchase Orders should be sent to the *local branch* of Technology Integration Group, 660 Ala Moana Blvd, # 214, Honolulu, Hawaii 96813.

HOWEVER, PLEASE NOTE THE FOLLOWING....



IMPORTANT!

All invoices are generated by TIG's corporate accounting office (located in San Diego, California) and will direct departments to forward payments to the following REMITTANCE ADDRESS:

**Technology Integration Group, P.O. Box 85244, San Diego, CA 92186-5244
(Vendor Code: 256048-00.)**

QUESTIONS ON INVOICES:

Questions about invoices should be directed to **Tracy Todd at 524-6652, ext. 107** at Technology Integration Group, 660 Ala Moana Blvd, # 214, Honolulu, Hawaii 96813.

PARKING:

Employees are responsible for arranging for their own parking needs.

State of Hawaii
Department of Human Resources Development Sponsored Courses
Registration Form

Course Information:

Title: _____ Course Date/Time: _____

Provider: _____ Course/Session no. (if applicable) _____

Location /Campus: _____ Fee \$ _____

Provider's Address:

Department Information:

Dept. Name/Address:

Contact Person: _____ **Phone:** _____ **P.O.:** _____

Instructions:

- 1) List only **one** class and session per form. **FAX No.:** _____
- 2) List participants **in order of priority.**
- 3) Mail this registration form **directly** to the course provider or departmental personnel office (if applicable). Enrollment is on first come, first served basis.
- 4) Persons who have **special needs** (e.g. sign language interpreter, large print materials, mobility devices, etc.) should note this on the Form 410 and submit it **no later than 10 working days** prior to the start of class.

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Name/s (Last, First, M.I.)	Soc. Sec. No. *	Title	Division	Phone No.
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Include social security number for classes being conducted by the community colleges or Dept. of Human Resources Development. Social security number will be used for registration purposes only.

I have determined that this training is appropriate for the position(s) listed above.

Signature of Dept. Head or authorized rep.: _____ Date: _____

CLASS LOCATION CODES

Class Location

Location Address

Hawaii

HI AirP TR	Hilo Airport Training Room, Hilo
HI ArmRCtr	Army Reserve Center, 470 W. Lanikaula Street, Hilo
HI HaCC	Hawaii Community College, classroom to be announced
HI HaCCclc	Hawaii Community College, Computer Learning Ctr, Bldg 380, rm. 39
HI HMC	Hilo Medical Center, 1190 Waianuenue Avenue
HI Schultz	Schultz Siding, Training Room, 630 Lanikaula Street

Kona

Ko AirP TR	Keahole-Kona International Airport, Training Room, Kona
Ko SDC	Skills Develop. Ctr (next to Ohana Appliance) 74-5603 B7 Alapa Street

Kauai

Ka Do AGRI	Dept. of Agriculture, 4398-A Pualoke Street, Conference room, Lihue
Ka Kacc OCET	Kauai Comm College, Off Cont Ed & Trng Lab/classrm, 3-1901 Kaumualii Hwy
Ka SBCR	State Bldg. Conference rooms A, B & C, 3060 Eiwa Street, Lihue

Maui

Ma DOT Hwy	DOT-Hwys. Division, Conference room, 650 Palapala Drive, Kahului
Ma MemHosp	Maui Memorial Hospital, Conference Room, 221 Mahalani Street

Molokai

Locations to be determined by LCC

Oahu

Oa CapCTR	Capitol Center Bldg, ICSD Training Lab, rm. 303, 1177 Alakea Street
Oa StCapAu	Hawaii State Capitol, Basement Auditorium, 415 S. Beretania Street
Oa SB2	State Bldg 2, (Keelikolani) rm. 310, 830 Punchbowl Street
Oa SB SOT	State Office Tower, rm. 203, rm. 204 or rm. 1403, 235 S. Beretania Street
Oa KCCkauila	Kapiolani Comm. College, Kauila Bldg, rm. 108, 4303 Diamond Hd Road
Oa KCCmano	Kapiolani Comm. College, Manono Bldg; rm. 110, 4303 Diamond Hd. Road
Oa HCC #2	Honolulu Comm. College, Bldg #2, various classrooms, 874 Dillingham Blvd.
Oa HCC #5	Honolulu Comm. College, Bldg #5, various classrooms, 874 Dillingham Blvd.
Oa LCCda205a	Leeward Comm. College, Drafting and Technology Bldg, 96-045 Ala Ike St.
Oa LCCce101	Leeward Comm. College, Office Special Progs./Comm Svcs, 96-045 Ala Ike St.

COURSE PROVIDER LIST FOR REGISTRATION & PAYMENTS

Computer Training Company, Inc. (CTC)

Pacific Tower, Suite 1185
1001 Bishop Street
Honolulu, Hawaii 96813-3429

Ph: 522-8822

Fax: 522-8828

(Invoicing questions go to Technology Integration Group, see next page)

Department of Human Resources Development (HRD)

HRD payments to Journal Voucher account code: 805-S-00-350-P-1368-0600

Training Division (HRD)

235 S. Beretania Street, Room 1004
Honolulu, Hawaii 96813-2437

Ph: 587-1050

Fax: 587-1107

Hawaii Community College (HaCC)

Special Programs and Community Services
200 W. Kawili Street
Hilo, Hawaii 96720-4091

Ph: 974-7531

Fax: 974-7487

Honolulu Community College (HCC)

Special Programs and Community Services
874 Dillingham Boulevard
Honolulu, Hawaii 96817

Ph: 845-9296

Fax: 845-3767

Kapiolani Community College (KCC)

College Information Office
4303 Diamond Head Road
Honolulu, Hawaii 96816

Ph: 734-9211

Fax: 734-9447

Kauai Community College (KaCC)

Office of Community Services
3-1901 Kaumualii Highway
Lihue, Hawaii 96766-9591

Ph: 245-8318

Fax: 245-8271

Leeward Community College (LCC)

Office of Special Programs and Community Services
96-045 Ala Ike Street
Pearl City, Hawaii 96782

Ph: 455-0477

Fax: 453-6730

Maui Community College (MaCC)

VITEC/PACE/COMP TECH
310 Kaahumanu Avenue
Kahului, HI 96732

Ph: 984-3231

Fax: 244-9632

State Ethics Commission (EC)

Pacific Tower, Suite 970
1001 Bishop Street
Honolulu, Hawaii 96813

Ph: 587-0460

Fax: 587-0470

Technology Integration Group

Tracy Todd (**Invoicing questions for CTC invoices only**)
660 Ala Moana Blvd, #214
Honolulu, Hawaii 96813

Ph: 524-6652

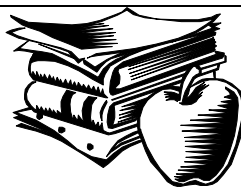
ext: 107

Technology Integration Group

(Payment address as shown on invoices)

P.O. Box 85244
San Diego, California 92186-5244

Training Schedule



**January - June
2000**

**State of Hawaii
Department of Human Resources Development**

TABLE OF CONTENTS

HAWAII – HILO

COMPUTER

Computer Basics.....	19
Introduction to IBM Compatible Computers	19
Introduction to Windows 95	19
Microsoft Office 97 Basics.....	20
Introduction to Microsoft Word 97	20
Intermediate Microsoft Word 97	20
Introduction to Microsoft Excel 97	20
Intermediate Microsoft Excel 97	21
Introduction to Microsoft Access 97	21
Intermediate Microsoft Access 97 – Part 1	213
Intermediate Microsoft Access 97 – Part 2	21
Introduction to Microsoft PowerPoint 97	21
Internet Basics	22
How to Create a Web Page	22

INDIVIDUAL / INTERPERSONAL DEVELOPMENT

Dealing with Hostile People (Non-Violent Crisis Intervention)	22
Grammar Refresher.....	22
Effective Letters & Memos	22
Basic Factual Reporting	22
Ethics for State Employees	23

SUPERVISORY / MANAGEMENT

Practical Supervision (PSUP).....	23
-----------------------------------	----

VEHICLE SAFETY

Defensive Driving Course	24
Driver Improvement Program	24
Forklift Training	24

HAWAII – KONA

COMPUTER

Introduction to Windows 95	25
Introduction to Microsoft Word	25
Introduction to Excel	25
File and Disk Management in Windows 95	26
Introduction to Basic Computer Skills	26
Intermediate Excel	26
Intermediate Microsoft Word	26

INDIVIDUAL / INTERPERSONAL DEVELOPMENT

Ethics for State Employees	27
----------------------------------	----

VEHICLE SAFETY

Defensive Driving Course	27
Driver Improvement Program	27
Forklift Training	27

KAUAI

COMPUTER

Computers Made Easy	28
Windows Level I.....	28
Windows Level II	29
Word Level I	29
Word Level II.....	30
Word Level III.....	30
Excel Level I	30
Excel Level II	31
Excel Level III	31
Access Level I	31
PowerPoint Level I.....	31

INDIVIDUAL / INTERPERSONAL DEVELOPMENT

Writing Fitness.....	32
How to Manage Your Time More Effectively	32
Communicate with Confidence, Clarity and Credibility	32
Negotiating Skills	32
Managing Cultural Differences.....	32
Dealing with Hostile People (Non-Violent Crisis Intervention)	33
Dealing with Change.....	33
Ethics for State Employees	33

SAFETY

Performing a Job Hazard Analysis	33
Hazwoper First Responder.....	33
Hazardous Communications.....	34
Confined Space Safety and Awareness	34
Lock Out / Tag Out	34
Defensive Driving Course	34
Driver Improvement Program	34
Forklift Training	34

MAUI

INDIVIDUAL / INTERPERSONAL DEVELOPMENT

Ethics for State Employees	35
----------------------------------	----

VEHICLE SAFETY

Defensive Driving Course	35
Driver Improvement Program	35
Forklift Training	35

MOLOKAI

VEHICLE SAFETY

Defensive Driving Course	36
Driver Improvement Program	36
Forklift Training	36

OAHU

COMPUTER

Microsoft Windows 95: Fundamentals	37
Microsoft Windows 95: Intermediate	38
Microsoft Windows 95: Advanced	38
Microsoft Windows 98: Fundamentals	39
Microsoft Word 97: Fundamentals	40
Microsoft Word 97: Intermediate	41
Microsoft Word 97: Advanced	42
Microsoft Excel 97: Fundamentals	42
Microsoft Excel 97: Intermediate	43
Microsoft Excel 97: Advanced	43
Microsoft Access 97: Fundamentals	44
Microsoft Access 97: Intermediate	44
Microsoft Access 97: Advanced	45
Microsoft PowerPoint 97: Fundamentals	45
WordPerfect 8: Fundamentals	46
WordPerfect 8: Intermediate	46
Internet Explorer 4.0: Fundamentals	46

HEALTH AND WELLNESS

Addressing Sexual Harassment in the Workplace (ASH)	47
HIV/AIDS Awareness Training (HIVN)	47
Stress Management	47

INDIVIDUAL / INTERPERSONAL DEVELOPMENT

Anger Management	47
Assertiveness Training	47
Communicating At Work	48
Conflict Resolution	48
Customer Service	48
Dealing with Difficult People	48
Editing & Proofreading	48
Effective Business Writing	48
Ethics for State Employees	49
Memory Enhancement	49
New Employee Orientation (NEO)	49
Pre-Retirement Review Seminar – Non-Contributory (PRSN)	49
Pre-Retirement Review Seminar – Contributory (PRSC)	49
Preventing Violence	50
Report Writing	50
Review of English Grammar	50
Speed Reading	50
Taking Minutes	50
Telephone Skills	50
Total Quality Management (An Overview)	50

SAFETY

Asbestos Awareness Program	51
Asbestos Coordinator Training	51
Drug-Free Workplace (Non-Supervisors).....	51
Drug-Free Workplace (Supervisors/Managers)	51
Economical Ergonomics (ERGO)	51
Hazard Communications Program.....	51
First Aid (aka: Heartsaver Facts™)	52

SUPERVISORY / MANAGEMENT

Change: How to Understand, Manage, and Make It Work for You	52
Conducting Meetings	52
Maximizing Your Oral Presentations	52
Negotiation Skills	53
Performance Appraisal System – Supervisory Orientation (PAS).....	53
Practical Supervision (PSUP).....	53

VEHICLE SAFETY

Defensive Driving Course	54
Driver Improvement Program	54
DIP Road Evaluation	54
Forklift Training	54

BIG ISLAND - HILO

Reminder: Register with your departmental personnel office.

COMPUTER

COMPUTER BASICS

This 60-hour course covers the basics in computers including training in mouse techniques, Windows '95, word processing, spreadsheet capabilities and a brief introduction to using the Internet. This is especially for the non-computer user to feel comfortable in using the personal computer.

Prerequisite: Keyboarding experience. **Note: This course is conducted on a daily basis over a period of 15 working days. *No class on State holidays, however class time will be lengthed to 1:00p for the remainder of that holiday week.**

001-CBH-01	Jan 3-Jan 21*	8:00-12N	\$325.00-HaCC	Hi HaCCclc
001-CBH-02	Jan 31-Feb 18	8:00-12N	\$325.00-HaCC	Hi HaCCclc
001-CBH-03	Mar 6-Mar 24	8:00-12N	\$325.00-HaCC	Hi HaCCclc
001-CBH-04	Apr 24-May 12	8:00-12N	\$325.00-HaCC	Hi HaCCclc
002-CBH-05	Jun 5-Jun23*	8:00-12N	\$325.00-HaCC	Hi HaCCclc

INTRODUCTION TO IBM COMPATIBLE COMPUTERS

If you have had little or no prior experience with personal computers, this course is for you. Hardware basics, computer concepts and terminology will be presented in a hands-on format. Learn essential operational skills such as creating, saving and retrieving files.

001-COM-06	Jan 3, 5	1:00-4:00p	\$60.00-HaCC	Hi HaCCclc
001-COM-08	Mar 28, 30	8:00-11:00a	\$60.00-HaCC	Hi HaCCclc
001-COM-10	Apr 5, 6	1:00-4:00p	\$60.00-HaCC	Hi HaCCclc
001-COM-09	May 2, 4	1:00-4:00p	\$60.00-HaCC	Hi HaCCclc

INTRODUCTION TO WINDOWS 95

For individuals who have prior experience or have taken the Introduction to IBM Compatible Computers class. Whether you are new to Windows or are experienced with earlier versions of Windows, you will find this course helpful if you have Windows 95 installed on your computer. Learn to start and exit programs; open and close document windows; use menus, toolbars and dialog boxes and move and resize windows.

001-COM-11	Jan 10, 12	1:00-4:00p	\$60.00-HaCC	Hi HaCCclc
001-COM-14	Feb 2, 4	1:00-4:00p	\$60.00-HaCC	Hi HaCCclc
001-COM-15	Mar 28, 30	1:00-4:00p	\$60.00-HaCC	Hi HaCCclc
001-COM-16	Apr 24, 26	1:00-4:00p	\$60.00-HaCC	Hi HaCCclc
002-COM-18	Jun 26, 28	1:00-4:00p	\$60.00-HaCC	Hi HaCCclc

MICROSOFT OFFICE 97 BASICS

Office 97 is packed full of powerful features. In this 30-hour course you will gain information to help you use this awesome package. Topics include the basics of Word, Excel, Access, PowerPoint and more.
(Textbook included).

Prerequisite: Completion of Introduction to Windows 95 class or have prior experience in Windows 95, word processing or spreadsheet program. **Note:** This course is conducted on a daily basis over a period of 10 working days. *No class on State holidays, however class time will be lengthened to 1:00p for the remainder of that holiday week.

001-COM-19	Apr 3-Apr 14	8:00-12:00p	\$300.00-HaCC	Hi HaCCclc
001-COM-20	May 15-May 26	8:00-12:00p	\$300.00-HaCC	Hi HaCCclc
002-COM-22	Jun 5-Jun 16*	1:00-4:00p	\$300.00-HaCC	Hi HaCCclc

INTRODUCTION TO MICROSOFT WORD 97

This course will teach you the basic techniques and skills for using Microsoft Word for windows in the Office 97 Suite. Learn how to get started in word processing; how to create and edit documents, format paragraphs, work with the toolbar, use Auto Text and Auto Correct, and print documents. Learn timesaving techniques of using the mouse and keyboard shortcuts. (Textbook included).

Prerequisite: Completion of Introduction to Windows 95 class or have prior experience in Windows 95.

001-COM-24	Jan 24, 25	8:00-11:00a	\$80.00-HaCC	Hi HaCCclc
001-COM-25	Feb 22, 24	8:00-11:00a	\$80.00-HaCC	Hi HaCCclc
001-COM-26	Apr 3, 4	1:00-4:00p	\$80.00-HaCC	Hi HaCCclc
002-COM-27	Jun 19, 21	1:00-4:00p	\$80.00-HaCC	Hi HaCCclc

INTERMEDIATE MICROSOFT WORD 97

For those who already know the basics and want to explore more advanced features. Topics include creating tables, sorting, using mail merge, using graphics, creating multi-column documents, macros, and more.
(Textbook included).

Prerequisite: Completion of Introduction to Microsoft Word 97 class or have previous Microsoft Word experience.

001-COM-30	Mar 6, 8	1:00-4:00p	\$80.00-HaCC	Hi HaCCclc
001-COM-32	May 9, 11	1:00-4:00p	\$80.00-HaCC	Hi HaCCclc

INTRODUCTION TO MICROSOFT EXCEL 97

This course will teach you the basic techniques and skills for using Microsoft Excel, technically the best spreadsheet software around. You will learn how to create an electronic spreadsheet including how to insert and edit numbers, text formulas, and how to use the menus and toolbars to issue basic formatting commands, open, save and print documents. Find out how Excel can make your life easier and more efficient.
(Textbook included).

Prerequisite: Completion of Introduction to Windows 95 class or have prior experience in Windows 95.

001-COM-34	Jan 26, 27	8:00-11:00a	\$80.00-HaCC	Hi HaCCclc
001-COM-36	Mar 7, 9	1:00-4:00p	\$80.00-HaCC	Hi HaCCclc
002-COM-38	Jun 20, 22	1:00-4:00p	\$80.00-HaCC	Hi HaCCclc

INTERMEDIATE MICROSOFT EXCEL 97

Discover how to create charts and graphs, templates, link workbooks and much more!

(Textbook included).

Prerequisite: Completion of Introduction to Microsoft Excel 97 class or have previous Microsoft Excel experience.

001-COM-41	Apr 19, 20	1:00-4:00p	\$80.00-HaCC	Hi HaCCclc
002-COM-43	Jun 27, 29	8:00-11:00a	\$80.00-HaCC	Hi HaCCclc

INTRODUCTION TO MICROSOFT ACCESS 97

Access can be used to store and retrieve any type of information. Some of the basics covered in this course include creating tables, forms, queries, and report generating. Also covered will be the use of database templates. This course is designed for students already familiar with a database program.

(Textbook included).

Prerequisite: Completion of Introduction to Windows 95 class or have prior experience in Windows 95.

001-COM-44	Jan 24, 26, 28	1:00-4:00p	\$80.00-HaCC	Hi HaCCclc
001-COM-46	Mar 13, 15, 17	1:00-4:00p	\$80.00-HaCC	Hi HaCCclc
001-COM-47	May 16, 18, 19	1:00-4:00p	\$80.00-HaCC	Hi HaCCclc

INTERMEDIATE MICROSOFT ACCESS 97 – PART 1 – Advanced Queries and Power Table Use

Learn how to create more advanced queries and how to link and unlink a table, create lookup tables and enter graphics into field. (Textbook included).

Prerequisite: Completion of Introduction to Microsoft Access 97 class or have prior experience in Microsoft Access.

001-COM-48	Feb 7, 9, 11	1:00-4:00p	\$80.00-HaCC	Hi HaCCclc
001-COM-50	Mar 20, 22, 24	1:00-4:00p	\$80.00-HaCC	Hi HaCCclc
001-COM-51	May 23, 25, 26	1:00-4:00p	\$80.00-HaCC	Hi HaCCclc

INTERMEDIATE MICROSOFT ACCESS 97 – PART 2 – Customizing Forms & Report Formatting

Learn to customize your forms and to create multi-table reports, use graphics in reports, create autoformat entries and learn to group data. (Textbook included).

Prerequisite: Completion of Intermediate Microsoft Access 97 – PART 1 class.

001-COM-53	Feb 22, 24, 25	1:00-4:00p	\$80.00-HaCC	Hi HaCCclc
001-COM-54	Apr 10, 12, 14	1:00-4:00p	\$80.00-HaCC	Hi HaCCclc

INTRODUCTION TO MICROSOFT POWERPOINT 97

PowerPoint 97 is a popular presentation software used to create professional-looking slides, overhead transparencies, and electronic presentations. Topics include selecting a design template, changing font style, saving a presentation, putting together an electronic slide show, spell checking, style checking, printing, using the Help feature, inserting clip art, adding animation and slide transition effects, and running an animated slide show. (Textbook included).

Prerequisite: Completion of Introduction to Windows 95 class or have prior experience in Windows 95.

001-COM-56	Feb 28, 29	8:00a-11:00a	\$80.00-HaCC	Hi HaCCclc
001-COM-58	May 30, 31	8:00a-11:00a	\$80.00-HaCC	Hi HaCCclc

INTERNET BASICS

You will be guided through the basics of getting on the information highway. This class will introduce you to Netscape Navigator to browse the World Wide Web. Learn about bookmarks, searching the web by topics and electronic mail. Find out what sources of information is available to you and how to use them to your advantage.

Prerequisite: Completion of Introduction to Windows 95 class or have prior experience in Windows 95.

001-COM-59	Jan 7, 14	1:00p-4:00p	\$60.00-HaCC	Hi HaCCclc
001-COM-60	Apr 11, 13	1:00p-4:00p	\$60.00-HaCC	Hi HaCCclc

HOW TO CREATE A WEB PAGE

Learn to create your own home page by studying the basic command and tools for Web Page designs.

Prerequisite: Completion of Introduction to Windows 95 class or have prior experience in Windows 95.

001-COM-62	Jan 19, 21	1:00-4:00p	\$80.00-HaCC	Hi HaCCclc
001-COM-63	Feb 15, 16, 17	3:00-5:00p	\$80.00-HaCC	Hi HaCCclc
001-COM-64	Mar 29, 31	1:00-4:00p	\$80.00-HaCC	Hi HaCCclc

INDIVIDUAL / INTERPERSONAL DEVELOPMENT

DEALING WITH HOSTILE PEOPLE (NONVIOLENT CRISIS INTERVENTION)

This two-day training is designed to provide for the best possible care and welfare of assaultive, disruptive or out-of-control individuals, even during the most violent moments. Learn useful nonverbal techniques, physical control and restraint techniques and therapeutic postvention techniques to be implemented after acting-out behavior has occurred.

001-DHP-01	Feb 14, 15	7:30- 4:00p	\$204.00-HaCC	HI HMC
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GRAMMAR REFRESHER

A review of writing skills and a presentation of practical techniques for clear writing. This workshop will present guidelines for creating clear sentences, developing coherent paragraphs, selecting the right vocabulary, and punctuating correctly.

001-GRF-01	Feb 25	8:30- 4:00p	\$99.00-HaCC	HI HaCC
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EFFECTIVE LETTERS & MEMOS

Writing letters and memos that get results. This workshop will help you design and organize written messages that are clear, concise and accurate.

001-LTR-01	Mar 31	8:30- 4:00p	\$99.00-HaCC	HI HaCC
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BASIC FACTUAL REPORTING

Writing a factual observation or incident report has become increasingly important as legal, legislative and personnel review have become more common. This workshop is designed to help you discover some of the standard guidelines for constructing and completing the factual report. Organizational strategies will be combined with basic writing techniques to help you complete such reports efficiently and accurately.

001-BFR-01	Apr 14	8:30- 4:00p	\$99.00-HaCC	HI HaCC
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ETHICS FOR STATE EMPLOYEES (register directly with the Ethics Commission)

This workshop is a general overview of the State Ethics code with emphasis on the functions, particularly the advisory opinion process and the handling of complaints. Participants will discuss hypothetical cases. The commission's staff attorneys conduct the workshop.

Ses 3

Feb 29

9:00-12N

\$0.00-EC

HI AirP TR

SUPERVISORY / MANAGEMENT**PRACTICAL SUPERVISION (PSUP)**

This is a basic course aimed primarily at first-line supervisors. Its purpose is to provide supervisors with an understanding of their role and responsibilities as members of management and to build skills in certain areas critical to success on the job. The course consists of four modules: Becoming a Supervisor: Making the Transition; Safety: Keeping Employees Productive; Labor Relations: Building Respect at Work; and Training: Building Skills for Success.

Ses 4

May 12 *

8:00-4:00p

\$50.00-HRD

HI Schultz

May 18

May 25

NOTE: Although the course targets first-line supervisors, middle managers are welcome to participate if they have never attended such a program or if they feel the need for a refresher course. Attendance of this course will meet the mandate of the AD 92-02, Administrative Directive, July 21, 1992 on management training for new supervisors.

*For the May 12th afternoon session, participants are required to "teach a 15 minute" task. The task should represent what you would actually teach a subordinate. Participants should bring whatever supporting materials (forms, equipment, tools, etc.) necessary to demonstrate and teach the task. Some examples of tasks would be: 1) a nurse teaching how to take a patient's vital signs; 2) an adult corrections officer teaching how to search an inmate or 3) a secretary teaching how to prepare a statistical report.

VEHICLE SAFETY

DEFENSIVE DRIVING COURSE

Certified by the National Safety Council, participants are informed of road, traffic, and other driving hazards; how to recognize and cope and minimize the severity of accidents. Participant receives a Certificate of Completion from the National Safety Council. For employees who drive in the performance of duty.

Note: Minimum of 12 participants required for class.

HIDDC99	By Appt	8:00-4:00p	\$55.00-LCC	HI ArmRCtr
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DRIVER IMPROVEMENT PROGRAM

Course covers HRS requirements for departments with Type 4 and CDL drivers and trains drivers to be cognizant of pre-trip inspection, operational systems (e.g. transmission, air brakes, accident prevention, safe driving techniques, distribution of load, and serves to increase equipment availability.

Prerequisites: Participants should possess a valid type 4 or CDL driver license.

HIDIP300	Mar 2	8:00-4:00p	\$60.00-LCC	HI ArmRCtr
HIDIP600	Jun 8	8:00-4:00p	\$60.00-LCC	HI ArmRCtr

FORKLIFT TRAINING

Training and certification of lift truck operators which meets HIOSH/DOSII requirements. Subjects include: physical requirements, driving skills, safe operation, vehicle inspection, cargo distribution, lift and stack, etc. Participants are required to satisfactorily complete practical driving test on skills course.

Note: Leeward Community College Certificate of Completion issued. Minimum of six (6) participants are required. (Neighbor islands by appointment only – forklift provided by requestor.)

FKLCC00	By Appt	By Appt	\$60.00-LCC	Requestor site
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BIG ISLAND – KONA

Reminder: Register with your departmental personnel office.

COMPUTER

INTRODUCTION TO WINDOWS 95

Whether you are new to Windows or are experienced with earlier versions of Windows, you will find this course helpful if you have Windows 95 installed on your computer. Learn to start and exit programs; open and close document windows; use menus, toolbars and dialog boxes and move and resize windows.

Prerequisite: Completion of Introduction to Basic Computer Skills class or be able to demonstrate a basic computer literacy including using the mouse.

001-PCK-01	Jan 3,4,5,6	2:30-4:30p	\$120.00-HaCC	Ko SDC
001-PCK-11	Feb 7,8,9,10	2:30-4:30p	\$120.00-HaCC	Ko SDC
001-PCK-23	Mar 20,21,22,23	2:30-4:30p	\$120.00-HaCC	Ko SDC
001-PCK-37	May 8,9,10,11	2:30-4:30p	\$120.00-HaCC	Ko SDC
002-PCK-03	Jun 13,14,15,16	2:30-4:30p	\$120.00-HaCC	Ko SDC

INTRODUCTION TO MICROSOFT WORD

This course will teach you the basic techniques and skills for using Microsoft Word for windows in the Office 97 Suite. Learn everything you need to get started in word processing; how to create and edit documents, format paragraphs, work with the toolbar, use Auto Text and Auto Correct, and print documents. Learn timesaving techniques of using the mouse and keyboard shortcuts.

Prerequisite: Completion of Introduction to Windows 95 class and have a basic understanding of the Windows 95 operating system. It is impossible to master the skills of Microsoft Word without a practical working knowledge of the Windows 95 environment.

001-PCK-03	Jan 10,11,12,13	2:30-4:30p	\$120.00-HaCC	Ko SDC
001-PCK-15	Feb 22,23,24,25	2:30-4:30p	\$120.00-HaCC	Ko SDC
001-PCK-27	Apr 3,4,5,6	2:30-4:30p	\$120.00-HaCC	Ko SDC
001-PCK-39	May 15,16,17,18	2:30-4:30p	\$120.00-HaCC	Ko SDC
002-PCK-05	Jun 19,20,21,22	2:30-4:30p	\$120.00-HaCC	Ko SDC

INTRODUCTION TO EXCEL

This course will teach you the basic techniques and skills for using Microsoft Excel, technically the best spreadsheet software around. You will learn how to create an electronic spreadsheet including how to insert and edit numbers, text formulas, and how to use the menus and toolbars to issue basic formatting commands, open, save and print documents. Find out how Excel can make your life easier and more efficient. **Prerequisite:**

Completion of Introduction to Windows 95 class and have a basic understanding of the Windows 95 operating system. It is impossible to master the skills of Microsoft Excel without a practical working knowledge of the Windows 95 environment.

001-PCK-05	Jan 18,19,20,21	2:30-4:30p	\$120.00-HaCC	Ko SDC
001-PCK-17	Feb 28,29,Mar 1,2	2:30-4:30p	\$120.00-HaCC	Ko SDC
001-PCK-31	Apr 17,18,19,20	2:30-4:30p	\$120.00-HaCC	Ko SDC
001-PCK-41	May 22,23,24,25	2:30-4:30p	\$120.00-HaCC	Ko SDC
002-PCK-07	Jun 26,27,28,29	2:30-4:30p	\$120.00-HaCC	Ko SDC

FILE AND DISK MANAGEMENT IN WINDOWS 95

Use My Computer and Explorer to find, rename, copy, move and remove files and folders. Learn how to scan and defragment disks as well as how to backup files.

Prerequisite: Completion of Introduction to Windows 95 class and have a basic understanding of the Windows 95 operating system. It is impossible to master the skills of File & Disk Management without a practical working knowledge of the Windows 95 environment.

001-PCK-07	Jan 24,25,26,27	2:30-4:30p	\$120.00-HaCC	Ko SDC
001-PCK-19	Mar 6,7,8,9	2:30-4:30p	\$120.00-HaCC	Ko SDC
001-PCK-33	Apr 24,25,26,27	2:30-4:30p	\$120.00-HaCC	Ko SDC
001-PCK-43	May 30,31,Jun 1,2	2:30-4:30p	\$120.00-HaCC	Ko SDC

INTRODUCTION TO BASIC COMPUTER SKILLS

If you have had little or no prior experience with personal computers, this course is for you. Hardware basics and computer concepts will be presented in a hands-on format. Learn essential operational skills such as creating, saving and retrieving files.

001-PCK-09	Jan 31, Feb 1,2,3	2:30-4:30p	\$120.00-HaCC	Ko SDC
001-PCK-21	Mar 13,14,15,16	2:30-4:30p	\$120.00-HaCC	Ko SDC
001-PCK-35	May 1,2,3,4	2:30-4:30p	\$120.00-HaCC	Ko SDC
002-PCK-01	Jun 5,6,7,8	2:30-4:30p	\$120.00-HaCC	Ko SDC

INTERMEDIATE EXCEL

Discover how to create charts and graphs, templates, link workbooks and much more!

Prerequisite: Completion of Introduction to Excel class or have previous Microsoft Excel experience.

001-PCK-13	Feb 15,16,17,18	2:30-4:30p	\$120.00-HaCC	Ko SDC
001-PCK-25	Mar 28,29,30,31	2:30-4:30p	\$120.00-HaCC	Ko SDC

INTERMEDIATE MICROSOFT WORD

Creating form letters, contracts and other documents that can be automated by combining them with mailing lists, client information, etc. Every business and professional person can make use of this great word processing feature.

Prerequisite: Completion of Introduction to Microsoft Word class or have prior experience using any version of Microsoft Word.

001-PCK-29	Apr 10,11,12,13	2:30-4:30p	\$120.00-HaCC	Ko SDC
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INDIVIDUAL / INTERPERSONAL DEVELOPMENT

ETHICS FOR STATE EMPLOYEES (register directly with the Ethics Commission)

This workshop is a general overview of the State Ethics Code with emphasis on the functions, particularly the advisory opinion process and the handling of complaints. Participants will discuss hypothetical cases. The commission's staff attorneys conduct the workshop.

Ses 8	May 2	9:00-12N	\$0.00-EC	Ko AirP TR
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VEHICLE SAFETY

DEFENSIVE DRIVING COURSE

Certified by the National Safety Council, participants are informed of road, traffic, and other driving hazards; how to recognize and cope and minimize the severity of accidents. Participant receives a Certificate of Completion from the National Safety Council. For employees who drive in the performance of duty.

Note: Minimum of 12 participants required for class..

KODDC00a	By Appt	8:00-4:00p	\$55.00-LCC	Ko AirP TR
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DRIVER IMPROVEMENT PROGRAM

Course covers HRS requirements for departments with Type 4 and CDL drivers and trains drivers to be cognizant of pre-trip inspection, operational systems (e.g. transmission, air brakes, accident prevention, safe driving techniques, distribution of load, and serves to increase equipment availability.

Prerequisites: Participants should possess a valid type 4 or CDL driver license.

KODIP200	Feb 3	8:00-4:00p	\$60.00-LCC	Ko AirP TR
KODIP500	May 4	8:00-4:00p	\$60.00-LCC	Ko AirP TR

FORKLIFT TRAINING

Training and certification of lift truck operators which meets HIOSH/DOSII requirements. Subjects include: physical requirements, driving skills, safe operation, vehicle inspection, cargo distribution, lift and stack, etc. Participants are required to satisfactorily complete practical driving test on skills course.

Note: Leeward Community College Certificate of Completion issued. Minimum of six (6) participants are required. (Neighbor islands by appointment only – forklift provided by requestor.)

FKLCC00	By Appt	By Appt	\$60.00-LCC	Requestor site
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KAUAI

REMINDER: register with your departmental personnel office

COMPUTER

COMPUTERS MADE EASY

This is an introductory course of computers teaching fundamental basics to help make computing easy and less frightening. Skills to be learned include: historical perspective; computer applications; use of the mouse; and changing the date; exploring the start menu; rebooting the computer, hardware overview; CPU basics; ROM & RAM; hard disk capacity; use of a floppy disk; Microsoft diagnostics.

Prerequisites: none

00S-C101	Computers EZ	T	1/11	1:00-4:00p	\$40.00	KaKacc OCET
00S-C102	Computers EZ	T	1/25	1:00-4:00p	\$40.00	KaKacc OCET
00S-C103	Computers EZ	T	2/15	1:00-4:00p	\$40.00	KaKacc OCET
00S-C104	Computers EZ	T	3/14	1:00-4:00p	\$40.00	KaKacc OCET
00S-C105	Computers EZ	T	4/11	1:00-4:00p	\$40.00	KaKacc OCET
00S-C106	Computers EZ	T	5/9	1:00-4:00p	\$40.00	KaKacc OCET
00S-C107	Computers EZ	T	6/6	1:00-4:00p	\$40.00	KaKacc OCET
00S-C108	Computers EZ	T	7/11	1:00-4:00p	\$40.00	KaKacc OCET

WINDOWS LEVEL I

Windows Level 1 is for the user who is new to computers and the Windows environment. Topics will include: elements of a window; starting Windows; exploring your computer; moving and resizing a window; working with Windows applications; managing your files; modifying system settings; creating graphics; displaying quick views; creating and using shortcuts; using the Help menu; and shutting down Windows.

Prerequisites: Computers Made Easy (or equivalent)

00S-C111	Windows 1	T/TH	1/11 & 1/13	8:30-11:30a	\$80.00	KaKacc OCET
00S-C112	Windows 1	W/F	1/12 & 1/14	1:00-4:00p	\$80.00	KaKacc OCET
00S-C114	Windows 1	T/TH	2/1 & 2/3	1:00-4:00p	\$80.00	KaKacc OCET
00S-C116	Windows 1	T/TH	2/15 & 2/17	8:30-11:30a	\$80.00	KaKacc OCET
00S-C117	Windows 1	T/TH	3/7 & 3/9	1:00-4:00p	\$80.00	KaKacc OCET
00S-C118	Windows 1	W/F	3/15 & 3/17	8:30-11:30a	\$80.00	KaKacc OCET
00S-C119	Windows 1	T/TH	3/21 & 3/23	1:00-4:00p	\$80.00	KaKacc OCET
00S-C120	Windows 1	M/W	4/3 & 4/5	5:00-8:00p	\$80.00	KaKacc OCET
00S-C121	Windows 1	W/F	4/5 & 4/7	8:30-11:30a	\$80.00	KaKacc OCET
00S-C122	Windows 1	W/F	4/12 & 4/14	1:00-4:00p	\$80.00	KaKacc OCET
00S-C123	Windows 1	M/W	5/1 & 5/3	5:00-8:00p	\$80.00	KaKacc OCET
00S-C124	Windows 1	T/TH	5/2 & 5/4	1:00-4:00p	\$80.00	KaKacc OCET
00S-C125	Windows 1	T/TH	6/13 & 6/15	1:00-4:00p	\$80.00	KaKacc OCET
00S-C126	Windows 1	T/TH	6/20 & 6/22	8:30-11:30a	\$80.00	KaKacc OCET
00S-C127	Windows 1	W/F	7/12 & 7/14	1:00-4:00p	\$80.00	KaKacc OCET

WINDOWS LEVEL II

Windows Level II will teach you how to use the Windows operating environment to its full advantage. You will improve your skills in: working in the Windows Explorer; working with Windows applications; performing disk & file management operations; exploring print features; sharing data between applications; locating a file; switching to MS-DOS; associating a file type with an application; creating a new document on the desktop; and adding a program to the startup folder; review utility options in the control panel.

Prerequisites: Windows Level I (or equivalent)

00S-C131	Windows 2	W/F	1/19 & 1/21	1:00-4:00p	\$80.00	KaKacc OCET
00S-C132	Windows 2	T/TH	2/22 & 2/24	1:00-4:00p	\$80.00	KaKacc OCET
00S-C134	Windows 2	W/F	3/22 & 3/24	1:00-4:00p	\$80.00	KaKacc OCET
00S-C135	Windows 2	T/TH	4/18 & 4/20	1:00-4:00p	\$80.00	KaKacc OCET
00S-C137	Windows 2	T/TH	6/27 & 6/29	8:30-11:30a	\$80.00	KaKacc OCET

WORD LEVEL I

Word for Windows Level I will teach you the basic techniques and skills for using Microsoft Word for Windows. You will learn: starting Word; using the menu system and toolbars; exiting from Word; creating a document; editing a document; inserting the current date; inserting and deleting text; attributes; applying a new font and font size; indenting a paragraph; creating a numbered/bulleted list; changing the document view; setting the margins; setting and clearing tabs; resetting the line spacing; inserting a hard page break; creating a multiple page document; using the spelling and grammar checker; and using the thesaurus and auto-correct dictionary.

Prerequisite: Windows (or equivalent)

00S-C141	Word 1	T/TH	1/18 & 1/20	8:30-11:30a	\$80.00	KaKacc OCET
00S-C142	Word 1	W/F	1/26 & 1/28	8:30-11:30a	\$80.00	KaKacc OCET
00S-C143	Word 1	M	1/31	8:30-3:30p	\$80.00	KaKacc OCET
00S-C145	Word 1	T/TH	2/8 & 2/10	8:30-11:30a	\$80.00	KaKacc OCET
00S-C147	Word 1	T/TH	2/22 & 2/24	8:30-11:30a	\$80.00	KaKacc OCET
00S-C148	Word 1	M	3/6	8:30-3:30p	\$80.00	KaKacc OCET
00S-C149	Word 1	T/TH	3/7 & 3/9	8:30-11:30a	\$80.00	KaKacc OCET
00S-C151	Word 1	W/F	3/22 & 3/24	8:30-11:30a	\$80.00	KaKacc OCET
00S-C152	Word 1	T/TH	4/4 & 4/6	8:30-11:30a	\$80.00	KaKacc OCET
00S-C154	Word 1	T/TH	4/11 & 4/13	8:30-11:30a	\$80.00	KaKacc OCET
00S-C155	Word 1	M	4/24	8:30-3:30p	\$80.00	KaKacc OCET
00S-C156	Word 1	W/F	5/3 & 5/5	8:30-11:30a	\$80.00	KaKacc OCET
00S-C157	Word 1	T/TH	5/9 & 5/11	8:30-11:30a	\$80.00	KaKacc OCET
00S-C158	Word 1	T/TH	6/6 & 6/8	8:30-11:30a	\$80.00	KaKacc OCET
00S-C160	Word 1	W/F	6/21 & 6/23	8:30-11:30a	\$80.00	KaKacc OCET
00S-C161	Word 1	T/TH	7/11 & 7/13	8:30-11:30a	\$80.00	KaKacc OCET
00S-C162	Word 1	T/TH	7/25 & 7/27	8:30-11:30a	\$80.00	KaKacc OCET

WORD LEVEL II

Word Level II for Windows is designed for those who want to add to their word processing skills in: finding and replacing specific text in a document; setting up a table; copying text within the same document; copying text from one document to another; producing a report; using auto text; working with charts and pictures; using Word Internet features; and performing a basic mail merge.

Prerequisite: Windows (or equivalent)

00S-C171	Word 2	W/F	2/2 & 2/4	8:30-11:30a	\$80.00	KaKacc OCET
00S-C172	Word 2	M	2/7	8:30 -3:30p	\$80.00	KaKacc OCET
00S-C173	Word 2	M	3/13	8:30-3:30p	\$80.00	KaKacc OCET
00S-C176	Word 2	T/TH	4/18 & 4/20	8:30-11:30a	\$80.00	KaKacc OCET
00S-C178	Word 2	W/F	5/17 & 5/19	8:30-11:30a	\$80.00	KaKacc OCET
00S-C179	Word 2	T/TH	6/13 & 6/15	8:30-11:30a	\$80.00	KaKacc OCET
00S-C181	Word 2	W/F	6/28 & 6/30	8:30-11:30a	\$80.00	KaKacc OCET
00S-C182	Word 2	T/TH	7/18 & 7/20	8:30-11:30a	\$80.00	KaKacc OCET

WORD LEVEL III

Word for Windows Level III is a course for people who are fluent in word processing tasks but want to learn more advanced functions. We will teach students: advanced mail merge techniques; additional table techniques; working with multiple sections; using auto format; setting up multiple column documents; using styles and templates; using advanced report techniques; and using Word's drawing tools.

Prerequisite: Word for Windows Level II (or equivalent)

00S-C191	Word 3	M	2/28	8:30-3:30p	\$80.00	KaKacc OCET
00S-C192	Word 3	M	3/20	8:30-3:30p	\$80.00	KaKacc OCET
00S-C194	Word 3	T/TH	4/25 & 4/27	8:30-11:30a	\$80.00	KaKacc OCET
00S-C195	Word 3	W/F	5/24 & 5/26	8:30-11:30a	\$80.00	KaKacc OCET
00S-C197	Word 3	W/F	7/12 & 7/14	8:30-11:30a	\$80.00	KaKacc OCET

EXCEL LEVEL I

Excel for Windows Level I will give you the skills to create a basic spreadsheet and will teach you: to use the sum, average, max and min functions; modifying an existing worksheet; starting Excel; building multiple worksheets; using worksheet shortcuts; enhancing printed output; and enhancing worksheet appearance; conditional formatting and comments.

Prerequisites: Windows (or equivalent)

00S-C201	Excel 1	T/TH	1/25 & 1/27	8:30 11:30a	\$80.00	KaKacc OCET
00S-C202	Excel 1	T/TH	2/1 & 2/3	8:30-11:30a	\$80.00	KaKacc OCET
00S-C204	Excel 1	W/F	2/16 & 2/18	8:30-11:30a	\$80.00	KaKacc OCET
00S-C205	Excel 1	W/F	3/1 & 3/3	8:30-11:30a	\$80.00	KaKacc OCET
00S-C207	Excel 1	W/F	3/8 & 3/10	8:30-11:30a	\$80.00	KaKacc OCET
00S-C209	Excel 1	M	4/3	8:30-3:30a	\$80.00	KaKacc OCET
00S-C211	Excel 1	W/F	4/5 & 4/7	1:00-4:00p	\$80.00	KaKacc OCET
00S-C213	Excel 1	M	5/1	8:30-3:30p	\$80.00	KaKacc OCET
00S-C214	Excel 1	T/TH	5/16 & 5/18	8:30-11:30a	\$80.00	KaKacc OCET
00S-C216	Excel 1	T/TH	5/23 & 5/25	8:30-11:30a	\$80.00	KaKacc OCET
00S-C217	Excel 1	W/F	6/7 & 6/9	8:30-11:30a	\$80.00	KaKacc OCET
00S-C218	Excel 1	T/TH	6/27 & 6/29	5:00-8:00p	\$80.00	KaKacc OCET
00S-C219	Excel 1	W/F	7/5 & 7/7	8:30-11:30a	\$80.00	KaKacc OCET
00S-C220	Excel 1	M	7/10	8:30-3:30p	\$80.00	KaKacc OCET

EXCEL LEVEL II

Excel for Windows Level II will increase your knowledge of Microsoft Excel. You will learn how to create and enhance your spreadsheet by: using Excel functions: creating a custom table; using the paste function button; using auto calculate; using absolute cell references; creating charts and graphs; working with a database; controlling the worksheet display; and using Excel Internet features.

Prerequisites: Excel for Windows Level I

00S-C232	Excel 2	W/F	2/9 & 2/11	8:30-11:30a	\$80.00	KaKacc OCET
00S-C234	Excel 2	T/TH	3/14 & 3/16	8:30-11:30a	\$80.00	KaKacc OCET
00S-C235	Excel 2	M	4/10	8:30-3:30p	\$80.00	KaKacc OCET
00S-C236	Excel 2	W	4/19	8:30-3:30p	\$80.00	KaKacc OCET
00S-C237	Excel 2	M	5/15	8:30-3:30p	\$80.00	KaKacc OCET
00S-C238	Excel 2	T/TH	5/30 & 6/1	8:30-11:30a	\$80.00	KaKacc OCET
00S-C239	Excel 2	W/F	6/14 & 6/16	8:30-11:30a	\$80.00	KaKacc OCET
00S-C241	Excel 2	W/F	7/19 & 7/21	8:30-11:30a	\$80.00	KaKacc OCET
00S-C242	Excel 2	M	7/24	8:30-3:30p	\$80.00	KaKacc OCET

EXCEL LEVEL III

Excel for Windows Level III will increase your knowledge of Microsoft Excel functions and tools including: linking worksheets within a workbook; linking multiple workbooks; naming ranges; customizing Excel; using the scenario manager; and goal seeking tools; using logical and lookup functions; using the financial function; manipulating text strings; analyzing data; using Excel's drawing tools, and auditing tools.

Prerequisites: Excel for Windows Level II (or equivalent)

00S-C251	Excel 3	T/TH	3/21 & 3/23	8:30-11:30a	\$80.00	KaKacc OCET
00S-C252	Excel 3	M	4/17	8:30-3:30p	\$80.00	KaKacc OCET
00S-C253	Excel 3	M	5/22	8:30-3:30p	\$80.00	KaKacc OCET
00S-C254	Excel 3	W/F	7/26 & 7/28	8:30-11:30a	\$80.00	KaKacc OCET

ACCESS LEVEL I

Access for Windows Level I is geared for database managers as well as information users. The class begins with database fundamentals such as: starting Access; using the Access application windows; terminology; examining Access objects; resetting the database folder; displaying help information; setting up a new database; creating a form and conditional query; modifying and manipulating data; displaying selected records; creating a report; using the spelling checker; copying, renaming, and importing spreadsheet data into an Access table.

Prerequisites: Windows (or equivalent)

00S-C261	Access 1	W/F	2/23 & 2/25	8:30-11:30a	\$80.00	KaKacc OCET
00S-C263	Access 1	W/F	4/26 & 4/28	8:30-11:30a	\$80.00	KaKacc OCET
00S-C264	Access 1	M	6/5	8:30-3:30p	\$80.00	KaKacc OCET

POWERPOINT LEVEL I

Students will learn to use this powerful, professional presentation tool. You will design a presentation from scratch adding bulleted items, graphs, clipart and background designs. Students will learn to use drawing tools and enhance their presentation with animation and sound effects! Students will learn to present a "slide show", time their narration and create speaker notes.

Prerequisites: Windows (or equivalent)

00S-C282	Power point	W/F	4/12 & 4/14	8:30-11:30a	\$80.00	KaKacc OCET
00S-C283	Power Point	W/F	5/31 & 6/2	8:30-11:30a	\$80.00	KaKacc OCET

INDIVIDUAL / INTERPERSONAL DEVELOPMENT

WRITING FITNESS

Anyone who earns a living at a desk knows how important it is to have good writing skills. The ability to write clear, concise memos and reports can get you promoted to a better job, while poor writing wastes time and costs money. This course will help you develop the business writing skills you need to succeed. The exercises are designed for busy people who want to write better reports, letters, and memos. The class explains how to slim down sentences to make the meaning clearer. It shows how to choose stronger words. Writing Fitness can help anyone learn to write a clear, concise memo, persuasive letter, or well-organized report.

00S-B201 Writing Fitness M 2/14 8:00-4:00p \$89.00 KaKacc OCET

HOW TO MANAGE YOUR TIME MORE EFFECTIVELY

Shorter deadlines, competing priorities, endless meetings, interruptions and ever-higher quality expectations are just some of today's time challenges. Yet, the number of hours of the day remains the same. You can solve this dilemma by learning the practical, everyday skills revealed in this hands-on workshop.

00S-B202 Time Mgmt M 3/13 8:00-4:00p \$89.00 KaKacc OCET

COMMUNICATE WITH CONFIDENCE, CLARITY AND CREDIBILITY

Communication is more than just speaking and listening – it's looking at the whole process including what is being said and where, when, and how the message is being delivered. Learn how to create a supportive climate, build trusting relationships, and ask for what you need in a friendly non-threatening manner. Discover techniques of active listening to help you understand what people are really saying.

00S-B203 Communication M 4/10 8:00-4:00p \$89.00 KaKacc OCET

NEGOTIATING SKILLS

Learn to develop effective win/win strategies of negotiation that will enhance your professionalism. Assess your negotiation style and determine your strengths and weaknesses then build your skills with useful tools for positive negotiations.

00S-B204 Negotiating Skills M 5/8 8:00-4:00p \$89.00 KaKacc OCET

MANAGING CULTURAL DIFFERENCES

Working with people who look, believe, or act differently from you, may be difficult or uncomfortable. You don't know what to say, or what to expect, or simply find yourself inhibited, self-conscious, or even fearful when those from other cultures are around you. Maybe you are an "outsider" in someone else's culture. Perhaps you believe that you treat everyone equally and fairly, but you have been accused of being insensitive and discriminating against others. This class will help you to understand and respect people of other cultures, and to be understood and respected by them.

00S-B205 Cultural Differences M 6/5 8:00-4:00p \$89.00 KaKacc OCET

DEALING WITH HOSTILE PEOPLE (Non-violent crisis intervention)

This training is designed to provide for the best possible care and welfare of assaultive, disruptive or out-of-control individuals, even during the most violent moments. Learn useful non-verbal techniques, and therapeutic post-vention techniques to be implemented after acting-out behavior has occurred.

00S-B206 Non-violent Intervention M 4/24 8:00-4:00p \$89.00 KaKacc OCET

DEALING WITH CHANGE

In the next century, "change" is not an empty threat, it is a promise. This session includes: understanding the phases of change; implications for organizations exploring change, reading and anticipation the signals of change, and changing people verses changing processes.

00S-B207 Dealing with Change M 5/22 8:00-4:00p \$89.00 KaKacc OCET

ETHICS FOR STATE EMPLOYEES (register directly with the Ethics Commission)

This workshop is a general overview of the State Ethics Code with emphasis on the functions, particularly the advisory opinion process and the handling of complaints. Participants will discuss hypothetical cases. The commission's staff attorneys conduct the workshop.

Ses 6 Apr 11 9:00-12N \$0.00-ECC Ka Do AGRI

SAFETY

Are there HAZARDOUS conditions or materials on your job-site or work place? Want to improve your safety record, bring your company into Federal and State regulation compliance, and improve performance and employee morale? Are you confused as to whether or not you are complying with safety regulations? Tired of sending personnel off-island for safety training? The following classes are designed to provide you with information to keep you in compliance with Federal and State rules, plus keep you and your employees safe. If you do not see a class that you need, contact Kauai CC's Office of Continuing Education & Training for something to fit your needs.

PERFORMING A JOB HAZARD ANALYSIS

Performing a job hazard analysis and presenting that information in a safety (tailboard) meeting this class is for decision makers, first line supervisors and working foreman. We can show you how to systematically identify work hazards, prioritize them and implement a plan for eliminating or working safely with the hazards. Class will concentrate on reasons and benefits of performing a Job Hazard Analysis (JHA) and how to develop JHA at your works site. Participants will also learn how to organize and present effective safety meetings. This training will not only help your safety record, but can also improve employee productivity.

00S-B141 JHA T 2/1 8:00-12:00n \$50.00 KaKacc OCET

HAZWOPER FIRST RESPONDER

Awareness Level 1

This program provides compliance with 29 CFR 1919.120 and is targeted towards any employee who may have potential to encounter a release of a hazard substance. This full-day program will discuss Federal and Local HAZMAT Regulations and inform the trainee not only what to do if a spill or a release is encountered, but also what not to do. Successful completion of the 8-hour class can be credited for 8 hour of training for other HAZWOPER Levels and a certificate will be given.

00S-B142 HAZWOPER T 2/8 8:00-4:30p \$125.00 KaKacc OCET

HAZARDOUS COMMUNICATIONS

This class includes basic “Right-To-Know” information for personnel working at locations where hazardous materials are generated, stored, transported, or used. Students will learn classification and recognition of identification symbols and receive instructions for emergency response. If there are any hazardous materials at your workplace, someone must be responsible to communicate what to do if a crisis were to occur.

00S-B143 Haz Commun T 2/15 8:00-12:00n \$50.00 KaKacc OCET

CONFINED SPACE SAFETY AND AWARENESS

Are your employees required to work within or around a confined space? If you are not in compliance with Laws and Regulations related to confined space you could be in line for an accident or large fines. This class will inform you of the legal definition of a confined space, and the regulations employers must require employees to adhere to.

00S-B144 Confined Space T 2/1 1:00-4:30 \$50.00 KaKacc OCET

LOCK OUT/TAG OUT

Do your employees work on or around energized, rotating or pressurized equipment? This class may help you to avoid injuries and OSHA fines for noncompliance. Learn what you need to keep employees safe by developing a comprehensive Lock Out/Tag Out program for your business. While the class is targeted to maintenance supervisors it will give employees an insight into how to work safely around energized, rotating or pressurized equipment.

00S-B145 Lock/Tag Out TH 2/17 8:00-12:00n \$50.00 KaKacc OCET

DEFENSIVE DRIVING COURSE

Certified by National Safety Council, participants are informed of road, traffic and other driving hazards; how to recognize and cope and minimize the severity of accidents. Participant receives a Certificate of Completion from National Safety Council. For employees who drive in the performance of duty.

Note: Minimum of 12 participants required for class.

KADDC00 By Appt 8:00-4:00p \$55.00-LCC Ka SBCR

DRIVER IMPROVEMENT PROGRAM

Course covers HRS requirements for departments with Type 4 and CDL drivers and trains drivers to be cognizant of pre-trip inspection, operational systems (e.g. transmission, air brakes, accident prevention, safe driving techniques, distribution of load, drug & alcohol liability, and serves to increase equipment availability.

Prerequisite(s): Participants should possess a valid type 4 or CDL driver license.

KADIP400 Apr 6 8:00-4:00p \$60.00-LCC Ka SBCR

FORKLIFT TRAINING

Training and certification of lift truck operators which meets HIOSH/DOSH requirements. Subjects include: physical requirements, driving skills, safe operation, vehicle inspection, cargo distribution, lift and stack, etc. Participant required to satisfactorily complete practical driving test on skills course.

Note: Leeward Community College Certificate of Completion issued. Minimum of six (6) participants required.

(Neighbor islands by appointment only - forklift provided by requestor.)

FKLCC00 By Appt By Appt \$60.00-LCC Requestor site

Maui

Reminder: Register with your departmental personnel office.

INDIVIDUAL / INTERPERSONAL DEVELOPMENT

ETHICS FOR STATE EMPLOYEES (register directly with the Ethics Commission)

This workshop is a general overview of the State Ethics Code with emphasis on the functions, particularly the advisory opinion process and the handling of complaints. Participants will discuss hypothetical cases. The commission's staff attorneys conduct the workshop.

Ses 4	Mar 21	9:00-12N	\$0.00-ECC	Ma MemHosp
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VEHICLE SAFETY

DEFENSIVE DRIVING COURSE

Certified by National Safety Council, participants are informed of road, traffic and other driving hazards; how to recognize and cope and minimize the severity of accidents. Participant receives a Certificate of Completion from National Safety Council. For employees who drive in the performance of duty.

Note: Minimum of 12 participants required for class.

MADDC00	By Appt	8:00-4:00p	\$55.00-LCC	Ma DOT Hwy
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DRIVER IMPROVEMENT PROGRAM

Course covers HRS requirements for departments with Type 4 and CDL drivers and trains drivers to be cognizant of pre-trip inspection, operational systems (e.g. transmission, air brakes, accident prevention, safe driving techniques, distribution of load, drug & alcohol liability, and serves to increase equipment availability.

Prerequisite(s): Participants should possess a valid type 4 or CDL driver license.

MADIP200	Feb 2	8:00-4:00p	\$60.00-LCC	Ma DOT Hwy
MADIP500	May 3	8:00-4:00p	\$60.00-LCC	Ma DOT Hwy

FORKLIFT TRAINING

Training and certification of lift truck operators, which meets HIOSH/DOSH requirements. Subjects include: physical requirements, driving skills, safe operation, vehicle inspection, cargo distribution, lift and stack, etc. Participant required to satisfactorily complete practical driving test on skills course.

Note: Leeward Community College Certificate of Completion issued. Minimum of six (6) participants required. (Neighbor islands by appointment only - forklift provided by requestor.)

FKLCC00	By Appt	By Appt	\$60.00-LCC	Requestor site
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MOLOKAI

VEHICLE SAFETY

DEFENSIVE DRIVING COURSE

Certified by National Safety Council, participants are informed of road, traffic and other driving hazards; how to recognize and cope and minimize the severity of accidents. Participant receives a Certificate of Completion from National Safety Council. For employees who drive in the performance of duty.

Note: Minimum of 12 participants required for class.

MODDC00	By Appt	8:00-4:00p	\$60.00-LCC	To be determined
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DRIVER IMPROVEMENT PROGRAM

Course covers HRS requirements for departments with Type 4 and CDL drivers and trains drivers to be cognizant of pre-trip inspection, operational systems (e.g. transmission, air brakes, accident prevention, safe driving techniques, distribution of load, drug & alcohol liability, and serves to increase equipment availability.

Prerequisite(s): Participants should possess a valid type 4 or CDL driver license.

MODIP200	Feb 2	8:00-4:00p	\$60.00-LCC	To be determined
MODIP500	May 3	8:00-4:00p	\$60.00-LCC	To be determined

FORKLIFT TRAINING

Training and certification of lift truck operators, which meets HIOSH/DOSH requirements. Subjects include: physical requirements, driving skills, safe operation, vehicle inspection, cargo distribution, lift and stack, etc. Participant required to satisfactorily complete practical driving test on skills course.

Note: Leeward Community College Certificate of Completion issued. Minimum of six (6) participants required. (Neighbor islands by appointment only - forklift provided by requestor.)

FKLCC00	By Appt	By Appt	\$60.00-LCC	Requestor site
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OAHU

Reminder: Register with your departmental personnel office.

Note: All computer classes on Oahu conducted by the Computer Training Company

COMPUTERS

Microsoft® Windows® 95: Fundamentals

4 Hours of Instruction. Prerequisite: None

Participants will use the mouse to work with menus, dialog boxes, and windows. They will start and use programs, answer questions with Help, and switch between open windows to perform multi-tasking. Participants will learn to use My Computer and Windows Explorer to manage disks, drives, files, and folders. Topics included are:

Managing Windows

Desktop and it's objects

Customize the Desktop

Windows Programs

File Management

Finding Files

Working with Diskettes

Create & Edit documents

<i>Course Code</i>	<i>Date (s)</i>	<i>Time (s)</i>	<i>Cost</i>	<i>Location</i>
N/A	Jan. 11	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Feb. 1	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Feb. 15	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Mar. 10	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Apr. 6	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Apr. 28	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	May 11	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Jun. 9	7:45-11:45AM	\$48.75	OaCapCTRrm 303

Microsoft® Windows® 95: Intermediate

4 Hours of Instruction. Prerequisite: Microsoft® Windows® 95: Fundamentals

This course is for the experienced Windows 95 user who wants to build skills to customize work environments. This session develops the skills required to maximize productivity using the tools available in Windows 95. Training participants will customize their work environments by modifying the Taskbar. They will create and use shortcuts to manage daily tasks, retrieve and delete files with the Recycle Bin, and modify the Start menu to organize files. Participants will install programs, fonts, and printers to manage and view their work. Topics included are:

Modify the taskbar	Create and use shortcuts
Use objects to work efficiently in Windows 95	Use Windows Explorer
Retrieve deleted files with the Recycle Bin	Find Files
Customize the display to personalize your desktop	Modify the Start menu
Install programs and fonts to manage your work	Install and set up printers

<i>Course Code</i>	<i>Date (s)</i>	<i>Time (s)</i>	<i>Cost</i>	<i>Location</i>
N/A	Jan. 28	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Feb. 25	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Apr. 19	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Jun. 23	7:45-11:45AM	\$48.75	OaCapCTRrm 303

Microsoft® Windows® 95: Advanced

4 Hours of Instruction. Prerequisite: Microsoft® Windows® 95: Intermediate and 6 months of strong Windows usage.

This course is for the sophisticated Windows 95 user who will be responsible for providing configuration, optimization, support, and problem solving for small workgroups. This hands-on course covers the more advanced features of Windows 95. Participants will use the Control Panel to optimize their systems, configure hardware and software, then back up their hard drives. They will use ScanDisk to find and fix drive problems, then defragment and compress their drives. Participants will learn to modify passwords and security settings to maintain confidentiality of data. Topics included are:

Install Windows 95 components	Back up and restore your hard drive
Find and fix drive problems with ScanDisk	Modify passwords
Defragment your disk to speed access time	Compress your drives
Work with the Registry to modify system settings	Attach network resources
Modify the security settings to monitor resources	
<i>Share resources to maximize use of available hardware</i>	

<i>Course Code</i>	<i>Date (s)</i>	<i>Time (s)</i>	<i>Cost</i>	<i>Location</i>
N/A	Jun. 30	7:45-11:45AM	\$48.75	OaCapCTRrm 303

Microsoft® Windows® 98: Fundamentals

4 Hours of Instruction. Prerequisite: None

Participants will use the mouse to work with menus, dialog boxes, and windows. They will start and use programs, answer questions with Help, and switch between open windows to perform multi-tasking. Participants will learn to use My Computer and Windows Explorer to manage disks, drives, files, and folders. Topics included are:

Managing Windows

Desktop and it's objects

Customize the Desktop

Windows Programs

File Management

Finding Files

Working with Diskettes

Create & Edit documents

<i>Course Code</i>	<i>Date (s)</i>	<i>Time (s)</i>	<i>Cost</i>	<i>Location</i>
N/A	Jan. 20	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Jan. 27	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Feb. 17	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Feb. 29	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Mar. 15	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Mar. 31	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Apr 11	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Apr. 27	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	May 2	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	May 12	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Jun. 6	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Jun. 20	7:45-11:45AM	\$48.75	OaCapCTRrm 303

Microsoft® Word® 97: Fundamentals

4 Hours of Instruction. Prerequisite: Microsoft® Windows® 95: Fundamentals

Participants will learn the basics of creating, editing, and saving documents in our Fundamentals level class. They will learn to use Online Help and to modify and enhance character appearance. Participants will format text into tabular columns, create and manage tables, use error checking tools, and control page layout with margins, indents, and page breaks. Topics included are:

Create and Save Documents
Move, Copy, and Replace Text
Format Text
Tab Stops and Indents

Tables
Margins, Bullets and Numbering
Proofreading Tools

<i>Course Code</i>	<i>Date (s)</i>	<i>Time (s)</i>	<i>Cost</i>	<i>Location</i>
N/A	Jan. 25	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Feb. 2	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Feb. 18	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Mar. 14	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Mar. 30	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Apr. 18	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	May 4	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	May 19	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Jun. 7	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Jun. 22	7:45-11:45AM	\$48.75	OaCapCTRrm 303

Microsoft® Word® 97: Intermediate

4 Hours of Instruction. Prerequisite: Microsoft® Word 97: Fundamentals

Training participants will learn to use merged data to create individual form letters in our Intermediate class. They will prepare mailing labels, and create worksheets in tables. They will sort data alphabetically and numerically, then use advanced formatting techniques to produce consistent documents. Visual appeal will be added to documents with the use of graphics, page number, headers, and footers. Topics included are:

Create individual form letters using merged data
Prepare envelopes create standard mailing labels
Use templates and styles
Display text and page numbers in headers
and footers

Sort data formats
Create, modify, and format tables
Format text in multiple columns
Insert graphics

<i>Course Code</i>	<i>Date (s)</i>	<i>Time (s)</i>	<i>Cost</i>	<i>Location</i>
N/A	Jan. 21	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Feb. 8	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Feb. 23	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Mar. 24	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Apr. 4	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Apr. 20	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	May 17	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	May 26	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Jun. 2	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Jun. 14	7:45-11:45AM	\$48.75	OaCapCTRrm 303

Microsoft® Word® 97: Advanced

4 Hours of Instruction. Prerequisite: Microsoft® Word 97: Intermediate

In our Advanced level class, training participants will learn to customize their work environment with menus and toolbars. They will work with templates and macros, and manage multiple documents. They will also build long documents, learn how to generate a table of contents and work with page numbering in their headers and footers.

Create and customize menus and toolbars	Use templates
Record macros to automate repetitive actions	Manage multiple document revisions
Work with documents in Outline view	Add document references

<i>Course Code</i>	<i>Date (s)</i>	<i>Time (s)</i>	<i>Cost</i>	<i>Location</i>
N/A	Feb. 16	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Apr. 25	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Jun. 27	7:45-11:45AM	\$48.75	OaCapCTRrm 303

Microsoft® Excel® 97: Fundamentals

4 Hours of Instruction. Prerequisite: Microsoft® Windows® 95: Fundamentals

Training participants will learn the basics of creating, editing, and saving worksheets in our Fundamentals level class. They will work with formulas and functions to calculate and return values. They will also format data, create charts, and work with worksheets in a workbook. Participants will learn to change the appearance of a page, including adding headers and footers. Topics included are:

Basic Worksheet and Workbook	Basic @Functions
Concepts and Terms	Worksheet setup
Enter and Edit Information	Cell Formatting
Create and Copy Formulas	Charts

<i>Course Code</i>	<i>Date (s)</i>	<i>Time (s)</i>	<i>Cost</i>	<i>Location</i>
N/A	Jan. 25	12:30-4:30PM	\$48.75	OaCapCTRrm 303
N/A	Feb. 9	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Mar. 2	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Mar. 17	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Apr. 5	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Apr. 14	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	May 5	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	May 23	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Jun. 16	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Jun. 23	12:30-4:30PM	\$48.75	OaCapCTRrm 303

Microsoft® Excel® 97: Intermediate

4 Hours of Instruction. Prerequisite: Microsoft® Excel® 97: Fundamentals

In our Intermediate level class, training participants will learn to work with functions and formulas. They will create range names, annotate and format worksheets, then use and create templates and charts. They will learn to use data maps to illustrate geographical data and to improve presentations by modifying charts. Topics included are:

Create range names	Create templates
Work with functions	Create and modify charts
Annotate and format worksheets to explain data	Use data maps for geographic data
Check for errors	

<i>Course Code</i>	<i>Date (s)</i>	<i>Time (s)</i>	<i>Cost</i>	<i>Location</i>
N/A	Feb. 1	12:30-4:30PM	\$48.75	OaCapCTRrm 303
N/A	Feb. 18	12:30-4:30PM	\$48.75	OaCapCTRrm 303
N/A	Mar. 8	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Mar. 28	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Apr. 18	12:30-4:30PM	\$48.75	OaCapCTRrm 303
N/A	Apr. 28	12:30-4:30PM	\$48.75	OaCapCTRrm 303
N/A	May 10	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	May 31	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Jun. 13	12:30-4:30PM	\$48.75	OaCapCTRrm 303
N/A	Jun. 21	7:45-11:45AM	\$48.75	OaCapCTRrm 303

Microsoft® Excel® 97: Advanced

4 Hours of Instruction. Prerequisite: Microsoft® Excel® 97: Intermediate

In our Advanced level class, training participants will learn to sort and filter data to display and control information. They will use data table to calculate projections and use pivot tables to reorganize data. They will learn to consolidate data from several worksheets into one worksheet, then link the worksheets. Participants will learn to automate repetitive tasks by creating and editing macros. Topics included are:

Create and edit macros	Link multiple workbooks
Apply outlines to worksheets	Share workbooks with others
Sort and filter data	Consolidate data from several data worksheets
Use Pivot Tables to reorganize summary	
Use data tables to extrapolate current trends and project future trends	

<i>Course Code</i>	<i>Date (s)</i>	<i>Time (s)</i>	<i>Cost</i>	<i>Location</i>
N/A	Jan. 18	12:30-4:30PM	\$48.75	OaCapCTRrm 303
N/A	Mar. 21	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	May 25	12:30-4:30PM	\$48.75	OaCapCTRrm 303

Microsoft® Access® 97: Fundamentals

4 Hours of Instruction. Prerequisite: Microsoft® Windows® 95: Fundamentals

After completing this class, training participants will understand basic navigation and be able to add or remove records in a table, sort display and modify data. Topics included are:

Understand basic database concepts
Create databases and add tables

<i>Course Code</i>	<i>Date (s)</i>	<i>Time (s)</i>	<i>Cost</i>	<i>Location</i>
N/A	Jan. 19	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Jan. 28	12:30-4:30PM	\$48.75	OaCapCTRrm 303
N/A	Feb. 3	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Feb. 11	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Feb. 22	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Mar. 7	12:30-4:30PM	\$48.75	OaCapCTRrm 303
N/A	Mar. 16	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Mar. 29	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Apr. 13	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Apr. 26	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	May 16	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	May 24	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Jun. 8	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Jun. 15	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Jun. 15	12:30-4:30PM	\$48.75	OaCapCTRrm 303

Microsoft® Access® 97: Intermediate

4 Hours of Instruction. Prerequisite: Microsoft® Access® 97: Fundamentals

After completing this class, training participants will be able to customize forms, reports and use various Wizards to create and modify tables, queries and records. Topics included are:

Queries – Create basic and complex queries.
Forms – Create and modify customized forms
Reports – Create and modify customized reports

<i>Course Code</i>	<i>Date (s)</i>	<i>Time (s)</i>	<i>Cost</i>	<i>Location</i>
N/A	Jan. 26	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Feb. 10	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Feb. 24	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Mar. 1	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Mar. 9	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Mar. 23	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Apr. 7	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Apr. 25	12:30-4:30PM	\$48.75	OaCapCTRrm 303
N/A	May 9	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	May 30	12:30-4:30PM	\$48.75	OaCapCTRrm 303
N/A	Jun. 13	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Jun. 28	7:45-11:45AM	\$48.75	OaCapCTRrm 303

Microsoft® Access® 97: Advanced

4 Hours of Instruction. Prerequisite: Microsoft® Access® 97: Intermediate

Advanced Access tackles the questions: How do I design a database from scratch? In this four hour class, we explore database design theory, including an introduction into the creation of relational databases. Specifically, we cover in more depth the advance design of databases, tables, forms and queries. This class is more beneficial for users that have worked with a least one Access database from scratch prior to class.

<i>Course Code</i>	<i>Date (s)</i>	<i>Time (s)</i>	<i>Cost</i>	<i>Location</i>
N/A	Jan. 18	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Feb. 4	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Feb. 22	12:30-4:30PM	\$48.75	OaCapCTRrm 303
N/A	Mar. 3	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Mar. 22	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Apr. 12	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	May 2	12:30-4:30PM	\$48.75	OaCapCTRrm 303
N/A	May 18	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	May 25	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Jun. 29	7:45-11:45AM	\$48.75	OaCapCTRrm 303

Microsoft® PowerPoint® 97: Fundamentals

4 Hours of Instruction. Prerequisite: Microsoft® Windows® 95: Fundamentals

Participants will learn the basics of creating a dazzling presentation by working with and understanding the various views in PowerPoint. Topics included are:

Views	Spelling
Presentation Templates	Slide Master
Slide Transition & Animation Effects	Printing
Inserting ClipArt and Drawing Objects	Brief introduction to Graphs

<i>Course Code</i>	<i>Date (s)</i>	<i>Time (s)</i>	<i>Cost</i>	<i>Location</i>
N/A	Feb. 29	12:30-4:30PM	\$48.75	OaCapCTRrm 303
N/A	Mar. 28	12:30-4:30PM	\$48.75	OaCapCTRrm 303
N/A	May 3	7:45-11:45AM	\$48.75	OaCapCTRrm 303
N/A	Jun. 1	7:45-11:45AM	\$48.75	OaCapCTRrm 303

WordPerfect 8®: Fundamentals

4 Hours of Instruction. Prerequisite: Microsoft® Windows® 95: Fundamentals

Training participants in our Fundamentals class will learn the basics of the WordPerfect environment, while developing skills to create, edit, save, and print documents. They will learn techniques for powerful document control and use the SpellChecker and QuickCorrect. Help and Coaches will also be explained. Topics included are:

Enter, select and edit text
Move and Copy Text
Tables

Format text
Document Layout

<i>Course Code</i>	<i>Date (s)</i>	<i>Time (s)</i>	<i>Cost</i>	<i>Location</i>
N/A	Mar. 7	7:45-11:45AM	\$48.75	OaCapCTRrm 303

WordPerfect 8®: Intermediate

4 Hours of Instruction. Prerequisite: WordPerfect 8®: Fundamentals

Training participants will learn to use merged data to create individual form letters in our Intermediate class. They will prepare mailing labels, and create worksheets in tables. In addition, create templates and styles to ensure formatting consistency throughout a document. Topics included are:

Manage templates to create new documents
Merge form letters, envelopes and labels
Create and use QuickWords

Create styles to format documents
Create tables

<i>Course Code</i>	<i>Date (s)</i>	<i>Time (s)</i>	<i>Cost</i>	<i>Location</i>
N/A	May 30	7:45-11:45AM	\$48.75	OaCapCTRrm 303

Internet Explorer 4.0: Fundamentals

4 Hours of Instruction. Prerequisite: Microsoft® Windows® 95: Fundamentals

Participants will learn how to explore the Internet to discover resources and current information. They will visit a Web site and use hot links. Participants will use the History List and Favorites, then learn use the Refresh command. They will send information to a Web site and search for specific Web sites. Participants will learn to send, read, and receive Internet e-mail, and send and receive attached files. Finally, participants will learn to communicate using Internet newsgroups. Topics included are:

Find Information and Services *Internet Search Tools*
Send and Receive e-mail

<i>Course Code</i>	<i>Date (s)</i>	<i>Time (s)</i>	<i>Cost</i>	<i>Location</i>
N/A	Feb. 11	12:30-4:30PM	\$48.75	OaCapCTRrm 303
N/A	May 16	12:30-4:30PM	\$48.75	OaCapCTRrm 303

HEALTH AND WELLNESS

ADDRESSING SEXUAL HARASSMENT IN THE WORKPLACE (ASH)

Sexual harassment on the job is something we do not like to think about, yet it can and does happen. This course will help us to understand what behaviors constitute sexual harassment, what the individual and organization liabilities are and what to do should it happen at the worksite. Additional sessions may be scheduled depending on need. **Contact the instructor, Angie Kahle at 587-1065 for details.**

Ses 12 Apr 4 8:00-11:00a \$0.00-HRD Oa SB SOT rm 1403

HIV/AIDS AWARENESS TRAINING (HIVN)

This training will provide information on the HIV/AIDS disease, discuss how the virus is transmitted, address individual fears and concerns, and ways to reduce risks on and off the job. Department of Health personnel conduct this training.

Ses 2 May 19 8:00-10:00a \$0.00-HRD Oa SB SOT rm 1403

STRESS MANAGEMENT

Work stress is the number one villain in destroying an otherwise successful career or home. Our lifestyles are killing us. When our habits make us sick, our companies pick up the bills. Stress-related problems and mental anxieties cost organizations billions of dollars in health insurance, disability claims, lost productivity and absenteeism. With this course, you will learn to overcome the fear of failure, keep enthusiasm when you hit a setback, to breakthrough self-imposed limitations, deal with conflict in the office and in the home and to rejuvenate your body and mind.

001BMST150A May 12 8:00-4:00p \$50.00-KCC Oa KCCmano 110

INDIVIDUAL / INTERPERSONAL DEVELOPMENT

ANGER MANAGEMENT

This workshop will discuss the following topics: the nature of anger; its causes and triggers; the cycle of anger: the process; personal anger behaviors; consequences of anger; personal responsibility: breaking the cycle; anger management techniques; self-esteem & anger: understanding the connection; conflict resolution skills; and personal anger management plan.

001BMST120A Mar 29, 31 8:00-12N \$55.00-KCC Oa KCCmano 110

ASSERTIVENESS TRAINING

Unlike aggressive programs that ask you to make big jumps in the way you think, this class teaches you to take small steps that will have an enormous impact on your life. Neuro-Linguistic Programming (NLP) helps you break through the fears, which stop you from communicating effectively.

001BMST115A Mar 15, 22 8:00-12N \$55.00-KCC Oa KCCmano 110

COMMUNICATING AT WORK

Discover the basic principles and practice the basic skills of good interpersonal communication. Learn how to build trusting, supportive climates and relationships, how to listen with empathy, as well as how to resolve conflicts and sell your ideas to others.

001BMST141A May 1, 3 8:00-12N \$55.00-KCC Oa KCCmano 110

CONFLICT RESOLUTION

Conflict occurs at many levels. Understanding the level at which the conflict exists is the first step to resolving an undesirable situation. This course will offer the participants an experiential opportunity to assess their individual styles under normal and conflict conditions. In addition, participants will receive practical ways in which conflicts can be resolved, diffused, or avoided.

001BMST195A Jun 14 8:00-4:00p \$50.00-KCC Oa KCCmano 110

CUSTOMER SERVICE

Customer service simply means providing the customer with what he or she wants. Unfortunately, many organizations believe they are providing customers with quality service, when, in reality, they remain ignorant of their customers' true needs and wants.

001BMST125A Apr 17, 19 8:00-12N \$55.00-KCC Oa KCCmano 110

DEALING WITH DIFFICULT PEOPLE

Difficult people can be your biggest challenge to success on the job. The clue to working with these people is to understand them. This class will discuss different "problem types" and how to skillfully approach them to achieve results.

001BMST160A May 22 8:00-4:00p \$50.00-KCC Oa KCCmano 110

EDITING & PROOFREADING

This workshop provides techniques for adding, deleting, and reorganizing text. Editing is discussed in terms of the entire document. Participants will learn guidelines for reviewing writing in terms of content, organization, and style.

Recommended Prerequisite: Review of English Grammar.

001BMST170A May 29, Jun 2 8:00-12N \$55.00-KCC Oa KCCmano 110

EFFECTIVE BUSINESS WRITING

Everyone at work is required to convey ideas, events, and transactions on paper rapidly and concisely. Most people dislike writing letters or reports; however, effective writing is a skill that can be learned and continuously improved. In this action-oriented workshop, you will learn to develop and polish your letters. Instruction emphasizes formula writing, psychology, and style.

Recommended Prerequisite: Review of English Grammar.

001BMST140A Apr 24, 26 8:00-12N \$55.00-KCC Oa KCCmano 110

ETHICS FOR STATE EMPLOYEES (register directly with the Ethics Commission)

This workshop is a general overview of the State Ethics Code with emphasis on the functions, particularly the advisory opinion process and the handling of complaints. Participants will discuss hypothetical cases. The commission's staff attorneys conduct the workshop.

Ses 1	Jan 14	9:00-12N	\$0.00-EC	Oa SB2 rm 310
Ses 2	Feb 11	9:00-12N	\$0.00-EC	Oa SB2 rm 310
Ses 5	Mar 24	9:00-12N	\$0.00-EC	Oa SB2 rm 310
Ses 7	Apr 14	9:00-12N	\$0.00-EC	Oa SB2 rm 310
Ses 9	May 26	9:00-12N	\$0.00-EC	Oa SB2 rm 310
Ses 11	Jun 23	9:00-12N	\$0.00-EC	Oa SB2 rm. 310

MEMORY ENHANCEMENT

Remembering names, dates, places, and complex material can be made easy as well as fun. Utilizing proven techniques such as the peg system and mnemonics, you will learn the mechanics of memorization while improving your ability to remember. Based on the Super learning method.

001BMST145A	May 8, 10	8:00-12N	\$55.00-KCC	Oa KCCmano 110
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NEW EMPLOYEE ORIENTATION (NEO)

Participants will receive a general overview on basic information such as insurance and leave benefits. They will hear from several speakers on topics such as deferred compensation, ethics and safety on the job, and the credit union. Workshop is intended to be a refresher course on topics for the newly hired employee.

Participants may wish to bring a jacket to this workshop as the air conditioning can be cold.

Ses 3	Feb. 9	8:00-1:00p	\$0.00-HRD	Oa SB SOT rm 204
Ses 4	Apr 19	8:00-1:00p	\$0.00-HRD	Oa SB SOT rm 204

PRE-RETIREMENT REVIEW SEMINAR (PRSN) (Non-Contributory Plan)

This seminar will give a generalized overview of the current Non-Contributory Plan. Various speakers will present program information on topics such as deferred compensation, social security, and credit union etc. The purpose of this seminar is not to provide specific financial planning advice but to inform participants on what types of things should be included in the typical retirement process.

Prerequisite: Must be NON-CONTRIBUTORY plan member.

Note: Participants may wish to bring a jacket to this work shop as the air conditioning can be cold.

Parking arrangements are the responsibility of the participant.

Ses 2	Jun 7	8:00-3:30p	\$0.00-HRD	Oa StCapAu
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PRE-RETIREMENT REVIEW SEMINAR (PRSC) (Contributory Plan)

This seminar will give a generalized overview of the current Contributory Plan. Various speakers will present program information on topics such as deferred compensation, social security, and credit union etc. The purpose of this seminar is not to provide specific financial planning advice but to inform participants on what types of things should be included in the typical retirement process.

Prerequisite: Must be CONTRIBUTORY plan member.

Note: Participants may wish to bring a jacket to this work shop as the air conditioning can be cold.

Parking arrangements are the responsibility of the participant.

Ses 2	Jun 8	8:00-3:30p	\$0.00-HRD	Oa StCapAu
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PREVENTING VIOLENCE

This module uses discussions, group activities and exercises to give participants an understanding of how violence is nurtured through mis-management of workplace conflicts and hostility. By opening the right doors of respect for people, attendees learn ways to diffuse conflicts and prevent discord from spiraling into violence in the workplace.

001BMST206A Jun 23 8:00-4:00p \$50.00-KCC Oa KCCmano 110

REPORT WRITING

Writing a factual observation or incident report in legal, legislative, and personnel reviews is becoming a common practice. This course gives employees guidelines and formulas for construction and completing reports. Learn to combine writing techniques to complete reports quickly, efficiently, and accurately.

Recommended Prerequisite: Review of English Grammar.

001BMST155A May 15, 17 8:00-12N \$55.00-KCC Oa KCCmano 110

REVIEW OF ENGLISH GRAMMAR

The ability to communicate effectively is essential. Communication that is clear, correct, and concise reflects the user's mastery of the English language. This 8-hour program is an intensive course in the fundamentals of grammar, punctuation, and spelling.

001BMST136A Apr 3, 10 8:00-12N \$55.00-KCC Oa KCCmano 110

SPEED READING

Do you have reports, materials, and business publications that you don't have time to read? Increase your reading speed and improve your comprehension so you can cover more material. Discover the benefits of the latest reading effectiveness skills in left and right integration, mental imagery, and mind mapping.

001BMST130A Apr 5, 12 8:00-12N \$55.00-KCC Oa KCCmano 110

TAKING MINUTES

This course is designed for staff people who have the responsibility for recording minutes. Clarification of the recorder's role and the importance of minutes as a report document will be followed by a discussion of simple and effective techniques of notetaking. Participants will be introduced to practical methods of organizing notes and specific guidelines for evaluating minutes.

001BMST165A May 24 8:00-12N \$30.00-KCC Oa KCCmano 110

TELEPHONE SKILLS

Leave your caller feeling good about your department! Develop telephone skills to provide customer satisfaction, project departmental image, and develop your professionalism. Topics include communication styles, telephone usage, listening skills, effective speech, barriers to communication, and conflict.

001BMST131A Apr 14 8:00-12N \$30.00-KCC Oa KCCmano 110

TOTAL QUALITY MANAGEMENT (AN OVERVIEW)

This workshop is designed to give participants an introduction to TQM-Total Quality Management, as it applies to the public sector. Participants will learn about the TQM process, develop a department TQM philosophy and mission strategy that is compatible to the mission of the government agency, and identify and apply TQM techniques and tools to improve teamwork, individual performance, and department services without increasing operating costs.

001BMST190A Jun 9, 16 8:00-12N \$55.00-KCC Oa KCCmano 110

SAFETY

ASBESTOS AWARENESS PROGRAM

This course covers the origins and uses of asbestos, where it is generally found, permissible exposure levels, legal requirements, medical impact of asbestos exposure, cumulative effect of smoking and asbestos exposure, and how to minimize exposure to asbestos. Prerequisites: None

001H1PHAS001A	Feb 22	8:00-12N	\$60.00-HCC	Oa HCC #5-104
002H1PHAS001A	May 24	8:00-12N	\$60.00-HCC	Oa HCC #2-514

ASBESTOS COORDINATOR TRAINING

This course covers health hazards of asbestos exposure, methods to minimize exposure, review regulatory requirements, locate asbestos from survey reports, conduct surveys to identify changes in asbestos condition, coordination of operation and maintenance activities, respond to asbestos episodes, and to document and coordinate activities with the Department Asbestos Manager (DAM). Prerequisites: None

001H1PHAS003A	Mar 29	7:45-4:30p	\$120.00-HCC	Oa HCC #2-514
002H1PHAS003A	Jun 21	7:45-4:30p	\$75.00-HCC	Oa HCC #2-514

DRUG-FREE WORKPLACE (NON-SUPERVISORS)

This class provides basic information about substance abuse at work. The specific topics covered are: the dangers of alcohol and drugs in the workplace, State of Hawaii's drug free workplace policy, and resource and referral information.

001BMST200A	Jun 19	8:30-10:30a	\$25.00-KCC	Oa KCCmano 110
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DRUG-FREE WORKPLACE (SUPERVISORS/MANAGERS)

This class provides basic information about substance abuse at work and the role and responsibilities of supervisors in dealing with the problem among employees. Some specific topics covered are: the dangers of alcohol and drugs in the workplace, the state of Hawaii's drug free workplace policy, resource and referral information, and legal aspects and ramifications of the 1988 drug free workplace act.

001BMST205A	Jun 21	8:30-12:30p	\$40.00-KCC	Oa KCCmano 110
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ECONOMICAL ERGONOMICS (ERGO)

Statistics indicate a high number of injuries due to repetitive motion resulting from cumulative trauma, carpal tunnel syndrome and back injuries. Most of these injuries are preventable using ergonomic principles. The workshop focuses on how to implement ergonomic principles with little or no cost to the operations. As employees learn about the cause and preventive techniques, they will be able to reduce injuries and illnesses.

Ses 3	Jan 27	9:00-10:30a	\$0.00-HRD	Oa SB SOT rm 1403
Ses 4	Mar 15	9:00-10:30a	\$0.00-HRD	Oa SB SOT rm 1403
Ses 5	Apr 20	9:00-10:30a	\$0.00 HRD	Oa SB SOT rm 1403

Note: Sessions 3 and 5 will apply to indoor office settings; Session 4 will apply to general outdoor applications.

HAZARD COMMUNICATIONS PROGRAM

This course will cover the purpose of the standard, chemical routes on entry into the body, effects of exposure, and elements of the hazard communication standard. This standard includes requirements for establishing a written hazard communication program, container labeling, interpreting and maintaining material safety data sheets (MSDS), and employee training requirements.

001H1PHAS002A	Jan 5	8:00-12N	\$60.00-HCC	Oa HCC #5-104
002H1PHAS002A	Apr 20	8:00-12N	\$60.00-HCC	Oa HCC #5-202

FIRST AID

aka: HEARTSAVER FACTS™ (CPR – Heartsaver/AED & Basic First Aid)

This course is designed to help you feel more confident in your ability to act appropriately in an emergency situation. Heartsaver **FACTS**™ (Basic **F**irst Aid, **A**utomatic External Defibrillator, **C**PR – Heartsaver, **T**raining **S**ystem) is designed to teach you to recognize and provide basic care in emergency situations.

*Note: Program is also referred to as **First Aid**. A \$20 Textbook is included as part of course fee.*

<u>Class Code</u>	<u>Section</u>	<u>Date</u>	<u>Time</u>	<u>Cost</u>	<u>Location</u>
991EMHF102	A	Jan 14	8:30-4:30p	\$45.00-KCC	KCCkauila 108
	B	Jan 19	8:30-4:30p	\$45.00-KCC	KCCkauila 108
	C	Jan 28	8:30-4:30p	\$45.00-KCC	KCCkauila 108
	D	Feb 4	8:30-4:30p	\$45.00-KCC	KCCkauila 108
	E	Feb 9	8:30-4:30p	\$45.00-KCC	KCCkauila 108
	F	Feb 25	8:30-4:30p	\$45.00-KCC	KCCkauila 108
	G	Mar 10	8:30-4:30p	\$45.00-KCC	KCCkauila 108
	H	Mar 15	8:30-4:30p	\$45.00-KCC	KCCkauila 108
	I	Mar 24	8:30-4:30p	\$45.00-KCC	KCCkauila 108
	J	Apr 7	8:30-4:30p	\$45.00-KCC	KCCkauila 108
	K	Apr 19	8:30-4:30p	\$45.00-KCC	KCCkauila 108
	L	Apr 28	8:30-4:30p	\$45.00-KCC	KCCkauila 108

SUPERVISORY/MANAGEMENT

CHANGE: HOW TO UNDERSTAND, MANAGE , & MAKE IT WORK FOR YOU

Organizations must change with technology and redirect its human resources accordingly in order to remain productive. This workshop will discuss the cycle of change, the problems associated with it, and how to make it a positive experience.

001BMST100A	Mar 6	8:00-4:00p	\$50.00-KCC	OaKCCmano 110
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CONDUCTING MEETINGS

Learn how to improve the quality of meetings you direct or attend. This workshop offers practical suggestions to accomplish your meeting's objectives efficiently. Topics will include: how to prepare for your meeting, how to be an effective participants and leader, how to plan an agenda, how to control the discussion, and how to keep the meeting on track.

001BMST105A	May 19, 26	8:00-12N	\$55.00-KCC	OaKCCmano 110
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MAXIMIZING YOUR ORAL PRESENTATIONS

Professionals often need to speak in front of groups, sell ideas, or face a camera. High-energy communication skills will help you get your point across with confidence, ease, and professional polish.

001BMST210A	Jun 26, 28	8:00-12N	\$55.00-KCC	OaKCCmano 110
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NEGOTIATION SKILLS

Improve your professionalism with expert negotiation skills. Learn effective win-win strategies and techniques for successful negotiation. Learn to identify your own negotiating strengths and weaknesses and develop usable tools for positive negotiation.

001BMST105A Mar 13, 20 8:00-12N \$55.00-KCC OaKCCmano 110

PERFORMANCE APPRAISAL SYSTEM - SUPERVISORY ORIENTATION (PAS)

This workshop is to help managers and supervisors understand the new Performance Appraisal System (PAS) that was implemented on March 1, 1996 so that they can more effectively implement the program with their employees. Topics include: 1) review of the PAS forms; 2) review of the Supervisory Manual; and 3) 1/2 hr. Question and Answer period.

Prerequisite: Open to Manager or Supervisor

Persons attending should bring the PAS Supervisory Manual and the PAS Summary for Employees to their session.

Ses 2 May 10 9:30-11:30a \$0.00-HRD Oa SB SOT rm 203

PRACTICAL SUPERVISION (PSUP)

This is a basic course aimed primarily at first-line supervisors. Its purpose is to provide supervisors with an understanding of their role and responsibilities as members of management and to build skills in certain areas critical to success on the job. The course consists of four modules: Becoming a Supervisor: Making the Transition; Safety: Keeping Employees Productive; Labor Relations: Building Respect at Work; and Training: Building Skills for Success.

Ses 3	Apr 28*	8:00-4:00p	\$10.00-HRD	Oa SB SOT rm 1403
	May 5	8:00-12N		Oa SB SOT rm 1403
	May 12	8:00-4:00p		Oa SB SOT rm 1403

NOTE: Although the course targets first-line supervisors, middle managers are welcome to participant if they have never attended such a program or if feel the need for a refresher course. Attendance of this course will meet the mandate of the AD 92-02, Administrative Directive, July 21, 1992 on management training for new supervisors.

* For the Apr 28th afternoon session, participants are required to “teach a 15 minute” task. The task should represent what you would actually teach a subordinate. Participants should bring whatever supporting materials (forms, equipment, tools, etc.) necessary to demonstrate and teach the task. Some examples of tasks would be: 1) a nurse teaching how to take a patient’s vital signs; 2) an adult corrections officer teaching how to search an inmate or 3) a secretary teaching how to prepare a statistical report.

VEHICLE SAFETY

DEFENSIVE DRIVING COURSE

Certified by National Safety Council, participants are informed of road, traffic and other driving hazards; how to recognize and cope and minimize the severity of accidents. Participant receives a Certificate of Completion from National Safety Council. For employees who drive in the performance of duty.

Note: Minimum of 12 participants required for class.

HNDDC100	Jan 27	8:00-4:00p	\$55.00-LCC	Oa LCCda205a
HNDDC200	Feb 24	8:00-4:00p	\$55.00-LCC	Oa LCCda205a
HNDDC300	Mar 23	8:00-4:00p	\$55.00-LCC	Oa LCCda205a
HNDDC400	Apr 27	8:00-4:00p	\$55.00-LCC	Oa LCCda205a
HNDDC500	May 25	8:00-4:00p	\$55.00-LCC	Oa LCCda205a
HNDDC600	Jun 22	8:00-4:00p	\$55.00-LCC	Oa LCCda205a

DRIVER IMPROVEMENT PROGRAM

Course covers HRS requirements for departments with Type 4 and CDL drivers and trains drivers to be cognizant of pre-trip inspection, operational systems (e.g. transmission, air brakes, accident prevention, safe driving techniques, distribution of load, drug & alcohol liability, and serves to increase equipment availability.

Prerequisite(s): Participants should possess a valid type 4 or CDL driver license.

HNDIP300	Mar 1	8:00-4:00p	\$60.00-LCC	Oa LCCda205a
HNDIP400	Apr 5	8:00-4:00p	\$60.00-LCC	Oa LCCda205a
HNDIP600	Jun 7	8:00-4:00p	\$60.00-LCC	Oa LCCda205a

DIP ROAD EVALUATION

Hands-on road evaluation on a predetermined course in a type of vehicle for which driver is licensed.

Copy of evaluation report prepared for agency.

HDDIP00	By App't	By App't	\$20.00-LCC	OaLCCce101
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FORKLIFT TRAINING

Training and certification of lift truck operators, which meets HIOSH/DOSH requirements. Subjects include: physical requirements, driving skills, safe operation, vehicle inspection, cargo distribution, lift and stack, etc. Participant required to satisfactorily complete practical driving test on skills course.

Note: Leeward Community College Certificate of Completion issued. A minimum of six (6) participants required. (Neighbor islands by appointment only - forklift provided by requestor.)

FKLCC100	Jan 4	8:00-3:00p	\$45.00-LCC	Oa LCCda205a
FKLCC100a	Jan 25	8:00-3:00p	\$45.00-LCC	Oa LCCda205a
FKLCC200	Feb 1	8:00-3:00p	\$45.00-LCC	Oa LCCda205a
FKLCC200a	Feb 22	8:00-3:00p	\$45.00-LCC	Oa LCCda205a
FKLCC300	Mar 1	8:00-3:00p	\$45.00-LCC	Oa LCCda205a
FKLCC300a	Mar 28	8:00-3:00p	\$45.00-LCC	Oa LCCda205a
FKLCC400	Apr 4	8:00-3:00p	\$45.00-LCC	Oa LCCda205a
FKLCC500	May 2	8:00-3:00p	\$45.00-LCC	Oa LCCda205a
FKLCC600	Jun 6	8:00-3:00p	\$45.00-LCC	Oa LCCda205a